USER GUIDE FOR

COLLECTION OF STATIC DATA

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USER GUIDE FOR COLLECTION OF STATIC DATA

Foreword

To become a participant in the Single Shared Platform (SSP) of TARGET2, applicants must

- *Sign a specific contract with their respective Central Bank*
- *Provide SWIFT with the necessary information to fulfil the SWIFT registration requirements (Closed User Groups, TARGET2 specific Services,…): the so-called e-ordering or have a PKI certificate for accessing TARGET2 via internet*
- *Provide their respective Central Bank with the necessary information required for the technical set up of their participation to the Single Shared Platform: the so-called static data.*

This document and the forms described in it, deal only with the last aspect – the structured collection of static data for the various participation types. The static data will be collected on the basis of a set of paper-based forms, which can be downloaded from the websites of the Central Banks.

The aim of this "TARGET2 User Guide for collection of Static Data" is to provide the future TARGET2 participants with all the information needed to complete the registration forms. "Participants" refers to direct participants, indirect participants, Home Accounting Module Account holder, Ancillary Systems and CB customers. To this end the Guide includes appropriate explanations for all the forms provided as well as relevant examples for applicants.

The SSP forms and the "TARGET2 User Guide for collection of Static Data" do not address any specific national exceptions (neither national rules nor PHA elements). If need be, further information will be made available by the relevant National Central Banks themselves.

This guide was developed based on the User Detailed Functional Specifications (UDFS) available for the Single Shared Platform. Should they require further information, applicants are invited to contact their National Central Banks or to consult the TARGET2 website of the ECB.

Foreword

Version number	Version date	Modification
2.14	**19 August 2009**	*Description of Form No 2000 updated:* • *Field 46b (SSP release 2.1) described* • *New Field 58 (SSP release 3.0) added.*
3.0	**10 March 2010**	*New country Bulgaria added to all applicable Forms.*
4.0 Draft	**30 April 2010**	*New Form No 2003 was created;* *The references to the migration were deleted;* *Descriptions of Forms No 1015, 2015 and 5015 updated by adding three new function titles;* *Description of Form No 2000 updated by adding new Ancillary System Type;* *New families of Forms 7xxx and 8xxx were created.*
4.0.1 Second draft	**21 June 2010**	*Comments included. All forms for Internet based participants described.*
4.1	**30 June 2010**	*Final version for SSP release 4.0*

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Introduction

This section provides general background information on the static data collection process.

1.1. Objective, scope and structure

The objective of the present guide is to describe in an exhaustive way all the fields required in the Single Shared Platform forms and to give guidance to applicant participants when filling them in. In particular it is to help applicants in finding out which forms need to be filled in for the envisaged type of participation.

In terms of scope, the guide encompasses all the forms for the collection of static data designed by the Eurosystem to register all possible forms of participation in the Single Shared Platform and its optional modules.

The content of this document is therefore structured as follows.

PART A Description of SSP forms related to direct, direct (via Internet) and indirect participants - except CB

PART B Description of SSP forms related to Ancillary Systems

PART C Description of SSP forms related to Home Accounting Module account holders, Home Accounting Module account holders (via Internet), CB Customers and CB Customers (via Internet)

PART D Description of SSP registration procedures

1.2. SWIFT registration vs. Collection of Static Data for Single Shared Platform

Registering for TARGET2 requires that direct participants register separately with SWIFT and the Single Shared Platform. SWIFT registration is not applicable to the participants connecting to the SSP via Internet.

The SWIFT registration will enable participants to get the appropriate SWIFT services for TARGET2. It will be done electronically via the SWIFT website, based on an electronic form developed by SWIFT especially for TARGET2 (e-ordering). Central Banks will be involved in the validation of all registration requests.

The collection of Static Data is a prerequisite for participants to get access to the Single Shared Platform. The forms will be made available to the participants by their respective Central Banks. The forms will be filled in electronically, printed and sent to the responsible Central Bank. Central Banks will use the forms to input the static data of the respective participant into the Single Shared Platform.

This guide only deals with the collection of Static Data via SSP forms. Further information on the SWIFT registration is available on www.swift.com.

1.3. Collection of Static Data for Test & Training and Production environment

Each direct participant will have to register twice: once for the test & training environment and again, later on, for the production environment. The SSP forms for testing should be completed with the same functional profile as the one to be filled in for live operations. If a user intends to use a functionality for live operations, it should be tested and the user be certified in this configuration. After the go-live date, the same form and associated procedures will apply for registering new participants and/or to modify static data.

1.4. Availability of SSP forms

The standard SSP forms are available as Portable Document Format File (PDF-file) via the website of the National Central Banks. National Central Banks might add to the set of forms or the present guide with any elements they deem appropriate.

1.5. Procedure

The participants need to download the required SSP forms and to enter the requested data electronically (directly into the PDF file). Once filled by the participants, the SSP form must be printed and signed before being forwarded to the responsible National Central Bank. Depending on national rules and/or the version of software used for filling in the forms, the electronic file might also be requested[1].

[1] To save the files please use the full version of Adobe Acrobat Professional. The Adobe Acrobat Reader Version does not allow the completed registration forms to be saved. For more information please contact your IT support.

1.6. Roles and responsibilities in the Static Data collection process

The applicant direct participant is responsible for:

- completing the mandatory SSP forms (see chapter 2.3)
- completing the optional SSP forms (see chapter 2.3)
- forwarding all the necessary SSP forms to the responsible National Central Bank (following procedures defined in the national rules)

As stated in TARGET2 UDFS Book 1, direct participants can provide indirect access to the Payments Module for other institutions. Therefore direct participants are also responsible for forwarding the static data of any entity which should register through them in TARGET2. This concerns all entities for which the direct participant will send or receive payments on its account.

The applicant indirect participants are responsible for:

- providing the direct participant with any information the direct participant needs to complete the relevant SSP forms.

The applicant Ancillary Systems are responsible for:

- completing the mandatory SSP forms
- completing the optional SSP forms
- Collecting the completed forms from its settlement banks
- forwarding all the necessary SSP forms to the responsible National Central Bank

The Central Banks are responsible for:

- entering the static data into the system, as indicated in the SSP forms they received.
- provide a direct contact point for all questions related to the TARGET2 registration process.
- Forward the form to another Central Bank whenever appropriate (See PART D)

In addition the applicant participants will be invited to check, via the Information and Control Module (ICM), the static data entered by the CBs and to contact the National Service Desk if need be.

2. Overall Structure of "SSP forms for collection of Static Data"

2.1. TARGET2 Participation framework as basis for collection of Static Data

The static data collection process and the SSP forms allow the registration of all the types of participation foreseen in the TARGET2 participation framework.

This section details the TARGET2 participation framework as approved by the Governing Council of the ECB.

2.1.1. Direct Participation

Direct participants have:

- direct access to the Payments Module (PM)
- to hold a PM account in the Payments Module of the Single Shared Platform (SSP)
- access to real-time information and control measures via the Information and Control Module (ICM) of the SSP

They can provide indirect access to the Payments Module for other institutions and may also offer them additional services. They are responsible for their own liquidity management in the Payments Module and for monitoring the settlement process. Furthermore, they are responsible for all payments sent or received on their account by any entity registered through them in TARGET2 (see 2.1.2 Indirect participation, 2.1.3 Multi-addressee access, 2.1.4 Addressable BICs).

According to the current TARGET rules, the basic access criteria for direct participants are as follows:

- supervised credit institutions - as defined in Article I (I) of Directive 2000/ 12/EC of the European Parliament and of the Council of 20 March 2000 relating to the taking up and pursuit of the business of credit institutions - which are established in the European Economic Area (EEA)
- Central Banks (CBs) of the European System of Central Banks (ESCB) and the European Central Bank (ECB).

The Central Banks may, at its discretion, also admit the following entities as direct participants:

- treasury departments of member states' central or regional governments active in money markets
- the public sector - as defined in Article 3 of Council Regulation 3603/93 of 13 December 1993 specifying definitions for the application of the prohibitions referred to in Articles 104 and 104 (b) (1) of the Treaty - of member states authorised to hold accounts for customers
- investment firms - as defined in Article 4 (1) (1) of Directive 2004/39/EC of the European Parliament and of the Council of 21 April 2004 on markets in financial instruments amending Council Directives 85/611/EEC and 93/6/EEC and Directive 2000/12/EC and repealing Council Directive 93/22/EEC3 with the exclusion of the entities mentioned in Article 2 (1) of Directive 2004/39/EC, provided that the investment firm in question is entitled to carry out the activities referred to under items 2, 3, 6 and 7 of Section A of Annex I to Directive 2004/39/EC
- organisations providing clearing or settlement services and subject to oversight by a competent authority may be eligible

Credit institutions may also request "special purpose" accounts in the Payments Module for non-payment related activity (e.g. for the maintenance of reserve requirements) with a Central Bank. Upon the request of the respective credit institution, the respective BIC will not be published in the TARGET2 directory, but in any case in the BIC directory. In general, an institution (i.e. one legal entity) can hold several accounts in the Payments Module, each identified by an 11-digit BIC.

To join TARGET2 as a direct participant please use the relevant forms described in chapter 2.3.1 when using SWIFT or the relevant forms described in chapter 2.3.6 when using the internet.

2.1.2. Indirect Participation

‘Indirect participant’ means a credit institution established in the European Economic Area (EEA), which has entered into an agreement with a direct participant with SWIFT-based access to submit payment orders and receive payments via such direct participant’s PM account, and which has been recognised by a TARGET2 component system as an indirect participant.

The EU CBs will cease providing services for indirect access after a four-year transition period.

Indirect participants

- are registered in the Payments Module through participants with direct access

- are directly linked to one (and only one) direct participant (that can be located also in another country)
- are published in the TARGET2 directory
- can be indirectly addressed in the Payments Module
- have no own PM account within the Payments Module

Each indirect participant needs a published BIC. It may be a SWIFT-BIC or a non-SWIFT-BIC (i.e. a BIC with a "1" as eighth digit).

The indirect participant sends payments to/receives payments from the system via the direct participant. The booking is done on the PM account of the direct participant. The relevant direct participant also manages the liquidity for each of its indirect participants, and has accepted to represent the respective participant. The indirect participants will be recognised by the system and as such benefit from the protection of the Settlement Finality Directive (SFD) (in countries where such protection has been granted to them).

Branches of a direct participant should not be registered as indirect participants but as "addressable BICs – branch of direct participant" (see 2.1.4 Addressable BICs).

To join TARGET2 as an indirect participant please use the relevant forms described in chapter 2.3.2

2.1.3. Multi-addressee access

'Multi-addressee access' means the facility by which branches or credit institutions established in the EEA can access the relevant TARGET2 component system by submitting payment orders and/or receiving payments directly to and from the TARGET2 component system; this facility authorises these entities to submit their payment orders through the direct participant's PM account without that participant's involvement.

To join TARGET2 with multi addressee access a direct participant should fill in the SSP form #1013 "Addressable BIC and Multi-addressee access" (see chapter 3.2.2) and select "03- multi addressee –credit institution" or "04- multi-addressee – branch of direct participant" in the field *Participant type.*

2.1.4. Addressable BICs

‘Addressable BIC holder’ means an entity which: (a) holds a Bank Identifier Code (BIC); (b) is not recognised as an indirect participant; and (c) is a correspondent or customer of a direct participant or a branch of a direct or indirect participant, and is able to submit payment orders to and receive payments from a TARGET2 component system via the direct participant.

It is the responsibility of the direct participant to forward the relevant information to the respective Central Bank for the inclusion/exclusion of addressable BICs in the TARGET2 directory. These BICs can only send and receive payment orders to/from the system via the direct participant. Their payments are settled in the PM account of the respective direct participant.

«Branches of a direct participant should be registered as "addressable BIC - branch of direct participant" in the TARGET2 directory. This would correctly reflect a legal concept whereby the branches do not form a separate legal entity and are part of the direct participant. This would also be in line with the definition of ‘addressable BIC holder’ of the TARGET2 Guideline. Moreover, there should be no difference between domestic or foreign branch. In the same vein, branches should not be registered as indirect participants in the static data forms.

By contrast, only EEA-credit institution which is not part of the legal entity of the direct participant (i.e. different legal entities) and a foreign branch submitting payment orders and receiving payments via the direct participant different from its “parent” credit institution would be qualified as indirect participant and registered as "indirect participants" in the TARGET2 directory. The branches of such indirect participant would be registered as "addressable BIC - branch of indirect participant".

Technically there is no difference between indirect participants and addressable BICs. However, addressable BICs will not be recognised by the system as “participants”. They will be registered “only” in the TARGET2 directory for routing purposes.

To register an addressable BIC, the direct participant should fill in the SSP form no. 1013 “Addressable BIC and Multi-addressee access” (see chapter 3.2.2) and select “05- addressable BIC – Correspondent” or “06- addressable BIC – Branch of direct participant” or “07 – addressable BIC – branch of indirect participant” in the field *Participant type*.

2.1.5. Home Accounting Module Account Holder and CB Customer

Home Accounting Module accounts can be opened by:

- Direct participants (with a PM account)
- Indirect participants
- Credit institutions and other entities not participating in the Payments Module (neither directly nor indirectly)

Each HAM participant needs a published BIC. It may be a SWIFT-BIC or a non-SWIFT-BIC (i.e. a BIC with a "1" as eighth digit).

In this document the term Home Accounting Module Account holder is used indifferently regardless the type of participation of the credit institution in the Payments Module. To join TARGET2 as a Home Accounting Module account Holder please use the SSP form described in chapter 2.3.3.

CB customer's accounts can be opened by institutions (not allowed to open accounts in the Payments Module according to TARGET Guideline) which are customers or correspondents of a Central Bank participating in TARGET2. To join TARGET2 as a CB Customer please use the SSP forms described in chapter 2.3.4.

2.1.6. Ancillary Systems

Ancillary systems are:

- retail payment systems (RS)
- large value payment systems (LVPS)
- foreign exchange (FX) systems
- money market systems
- clearing houses
- integrated securities settlement system (SSS)
- interfaced securities settlement system (SSS)
- collateral management system

A special interface (Ancillary System Interface - ASI) which is also SWIFT-based and integrated in the Payments Module is offered to perform the cash leg clearing of Ancillary Systems related

business. Ancillary Systems do not necessarily need an own PM account depending on the nature of their services.

Ancillary Systems have to register their participation with the relevant SSP forms described in chapter 2.3.5. If they need to open an account in the Payments Module (e.g. PM account, AS technical account, AS guarantee account) besides the one used for their Ancillary System business, they should refer to the SSP forms for **direct participants**. AS mirror accounts have to be opened by the relevant Central Bank on behalf of the related Ancillary System.

The use of the Ancillary System Interface is not mandatory for settling AS's transaction. Ancillary Systems are allowed to settle their transaction via the Payment Interface (PI) using normal payment messages. However, it is mandatory for them to be registered as Ancillary Systems in the SSP regardless of the interface used (PI or ASI).

2.2. Common Structure of the SSP forms for collection of Static Data

To allow for maximum user friendliness, two types of forms have been developed for the registration process:

Main Forms: contain data, which will typically change rarely and/or are relevant for the majority of participants.

Sub Forms: contain data, which could typically change more frequently or which are related to optional features/modules only used by some Central Banks and (consequently) participants.

Each form (be it main form or sub form) consists of a set of frames. Some frames are broken down into sub frames.

Each SSP form is composed of the Header, one or several Frames and possibly Sub frames.

2.2.1. Header of the SSP forms

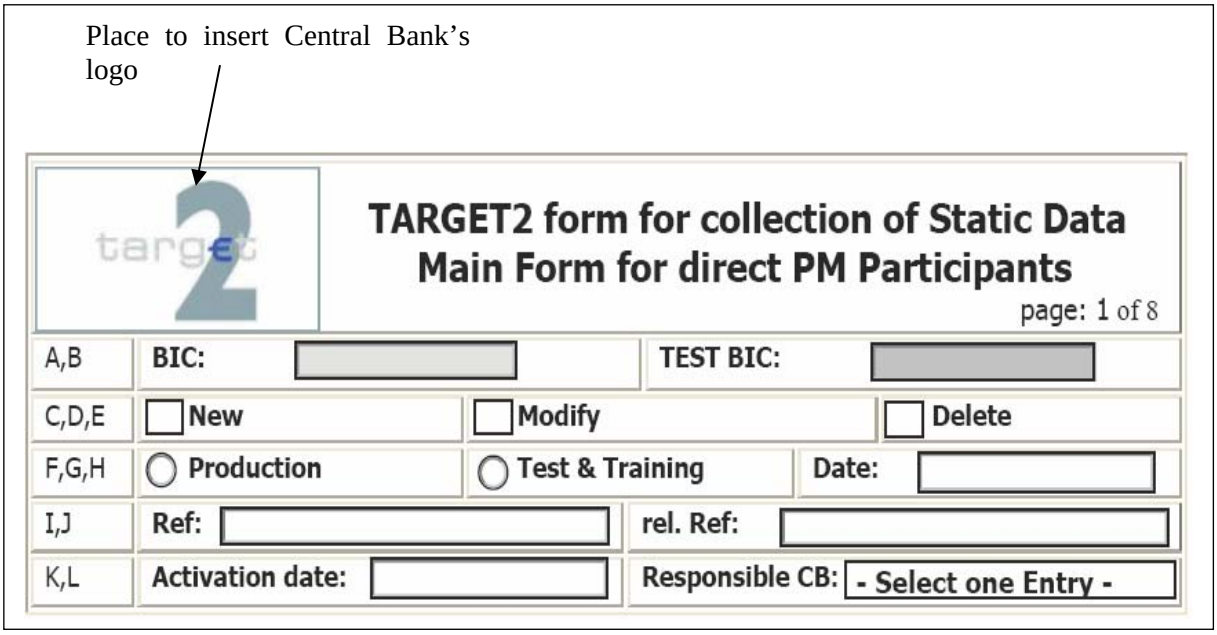
The Header of each SSP form contains general information on the request. It should help to

- identify the sender of the form (BIC / Test BIC)
- define the purpose of the form and therefore the action which should be conducted (New, Modify, Delete)
- indicate from which date on, the provided information should be valid (Activation date)

Furthermore it is necessary to:

- identify the Central Bank which is responsible for entering the static data in the system
- identify the environment the static data is related to (Test & Training or Production)
- display the date when the SSP form was filled in
- ensure a version control for the user by completing the reference and related reference field (optional)

The participant should provide all the required information in the header on the first page. The header on the following pages of the form is automatically filled with the information already provided on the first page.



Header of the first page:

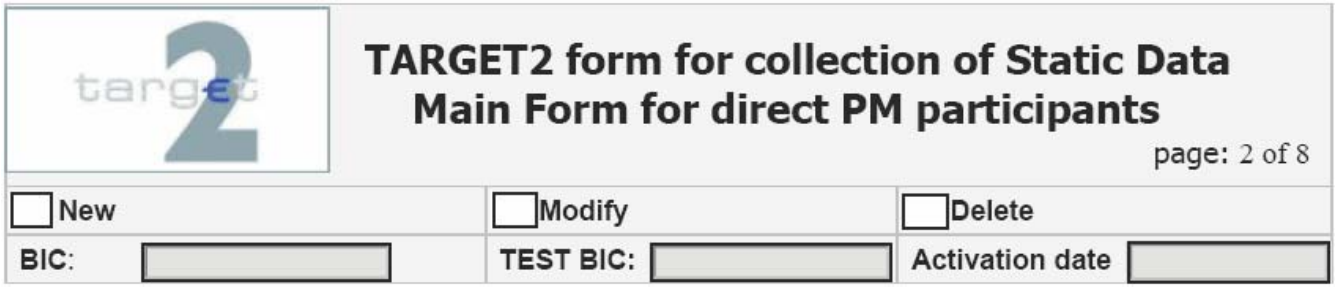
Field number	Field	Presence[2]	Description	Validation / Remarks
A	BIC	M	Entry text field for the BIC-11 of the participant A participant is identified in the Single Shared Platform by only one published SWIFT BIC. For the direct participants this cannot be a non live BIC. [Comment: if the direct	The data entered here will appear automatically in the header of the following page(s).

[2] M=Mandatory, O=Optional, C=Conditional

Field number	Field	Presence[2]	Description	Validation / Remarks
			participant access TARGET2 via internet, it can be a non-SWIFT BIC]	
B	Test BIC	C	Entry text field for the Test BIC-11 of the participant. This field is mandatory if field G "Test & Training" environment is selected.	The data entered here will appear automatically in the header of the following page(s).
C	New	O	If a participant is to be registered for the first time this checkbox must be activated	One out of the three checkboxes (and only one) must be activated. (It is mandatory to select one option) The data which is entered here will appear automatically in the header of the following page(s)
D	Modify	O	If data concerning the related form is already held in TARGET2 and should be modified, this checkbox must be activated and the field '*related reference*' must be completed with the reference number of the original registration.	
E	Delete	O	If data concerning the related form is already held in TARGET2 and should be deleted, this checkbox must be activated and the field '*related reference*' must be completed with the reference number of the original registration.	
F	Production	O	If data concerning the related SSP form is foreseen for the production environment, this option field must be activated.	It is only possible to select one option (Production or Test & Training)
G	Test & Training	O	If data concerning the related SSP form is foreseen for the test & training environment, this option field must be activated.	
H	Date	M	Entry text field for the date of application.	The application date must be entered with the format **yyyy-mm-dd**.

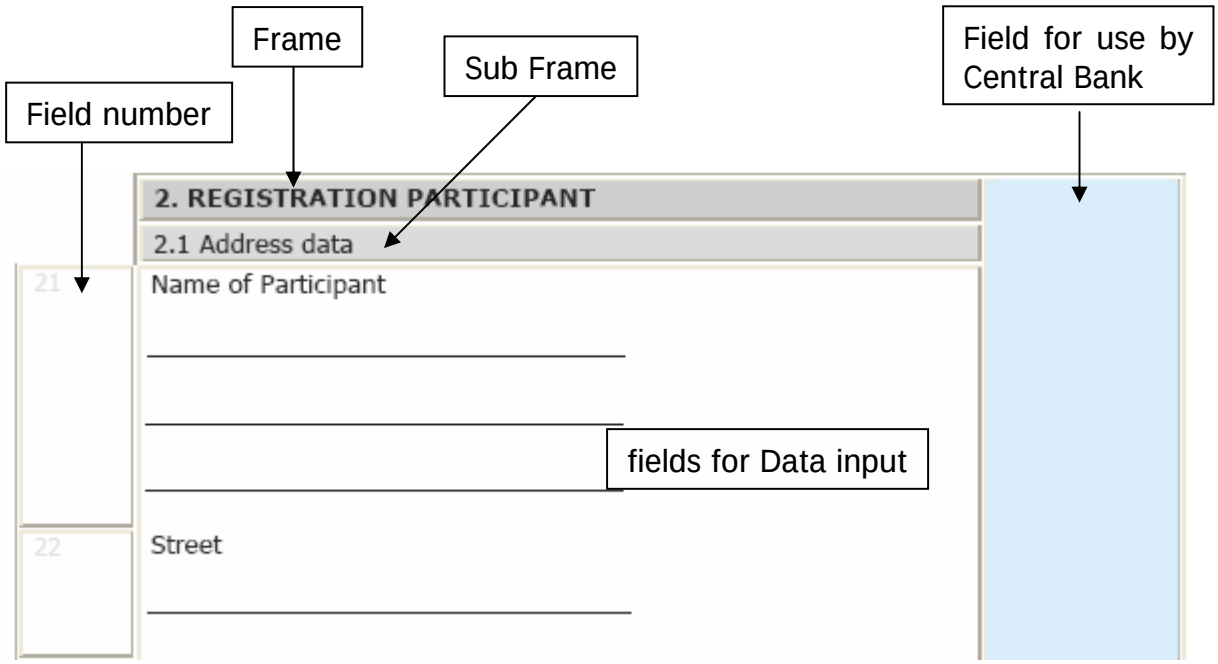
Field number	Field	Presence[2]	Description	Validation / Remarks
I	Reference (Ref.)	O	Entry text field for entering a customized reference to enable version control for the user and the CB operator. For each SSP form a new reference could be entered.	Up to 25 characters are possible
J	Related Reference (rel. Ref)	O	To be used if the user wishes to either modify or delete details previously given in another form. The user should enter the customized reference from the SSP forms the user has previously forwarded to its CB containing the data which the user wishes to have changed/deleted.	Up to 25 characters are possible
K	Activation date	M	Entry text field for the activation date of the data which is mentioned in the SSP form	The activation date must be entered with the format **yyyy-mm-dd** The data which is entered here will appear automatically in the header of the following page(s)
L	Responsible Central Bank	M	Combo box containing the Country Codes of the TARGET2 Central Banks. The user should enter their contact NCB.	List of all Country Codes of the connected Central Banks.

Header as recalled on the following page(s):



2.2.2. Frame(s) / Sub frame(s) for data input

The following picture provides an overview of how each SSP form is structured.



2.2.3. Declaration and Signature

Each form needs to be filled in electronically, printed and then signed by responsible staff member (meaning the person signing has the full capacity and authority to sign the SSP form) before

forwarding the paper-based set of SSP forms to the Central Bank responsible. Hand-filled forms will not be accepted.

If providing data for the test and training environment, participants can send the electronic version[3] in advance to allow a smooth registration process. However, the sending of the printed (and signed) version is mandatory in any case.

Declaration and Signature:

The Undersigned declare(s) to have the full capacity and authority to execute the TARGET2 form for and on behalf of the Participant requesting activation of the registration.

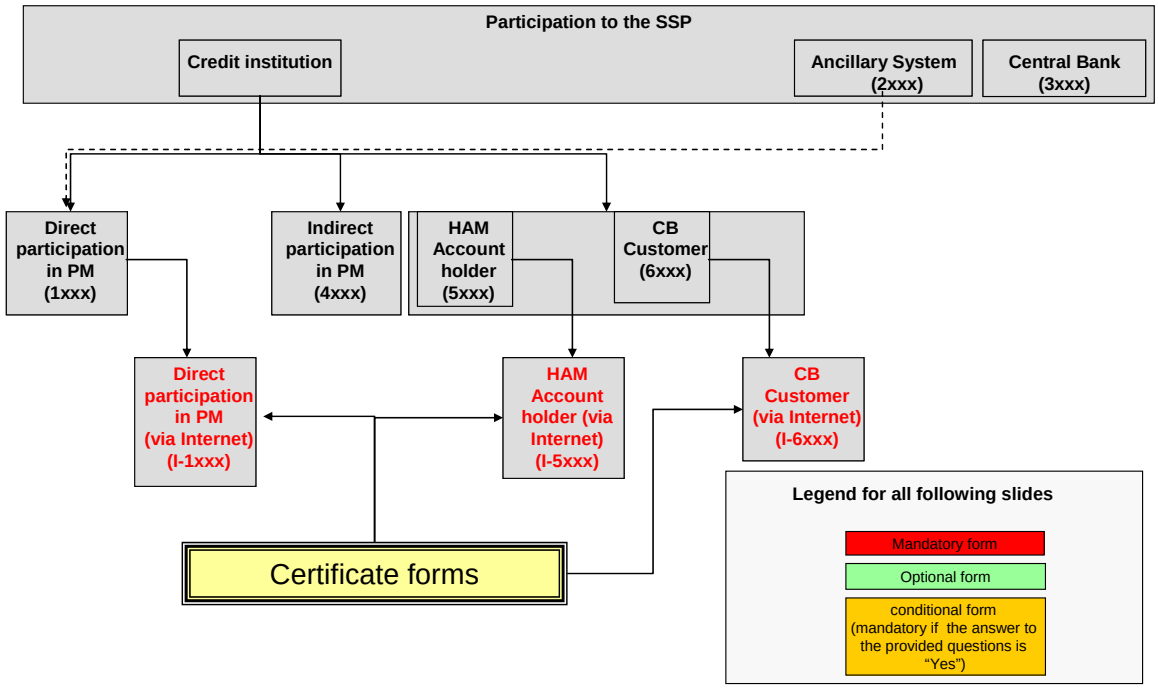
Date, Name(s) Signature(s)

[3] To save the files please use the complete version of Adobe Acrobat. The Adobe Acrobat Reader Version does not allow saving the filled registration form. For more information please contact your IT support.

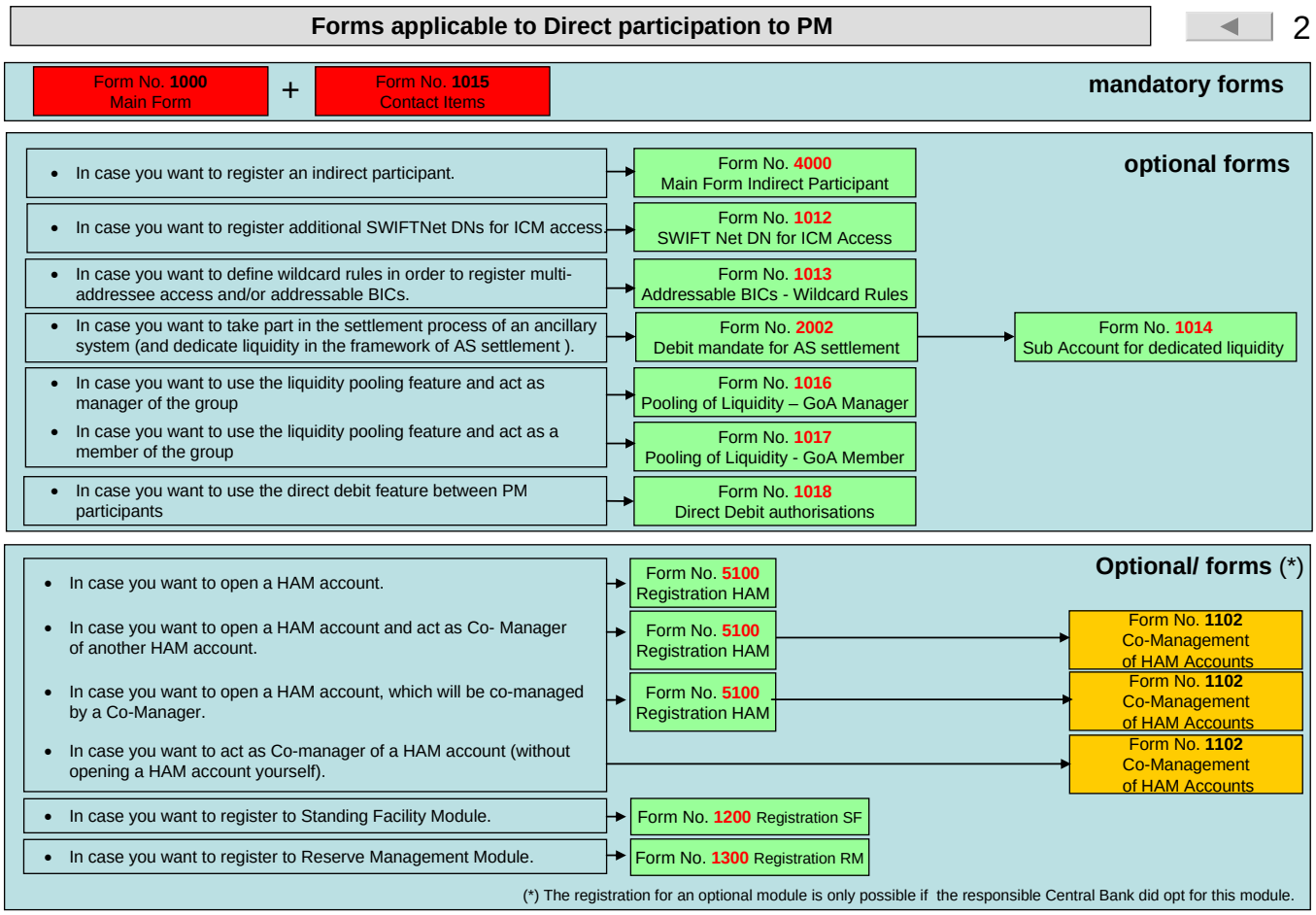
2.3. Overview when to fill which SSP form

The following pictures provide an overview of how the Main forms and the sub forms are articulated depending on the type of participation. Furthermore it is clarified which sub form needs to be filled in depending on the optional features and modules.

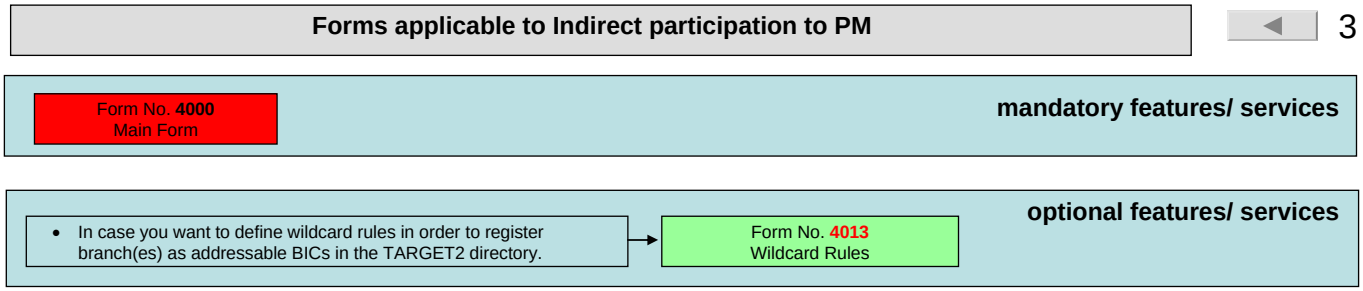
Overall structure on the TARGET2 forms for collection of static data


Participation to the SSP
Credit institution
Ancillary System (2xxx)
Central Bank (3xxx)
Direct participation in PM (1xxx)
Indirect participation in PM (4xxx)
HAM Account holder (5xxx)
CB Customer (6xxx)
Direct participation in PM (via Internet) (I-1xxx)
HAM Account holder (via Internet) (I-5xxx)
CB Customer (via Internet) (I-6xxx)
Certificate forms
Legend for all following slides
Mandatory form
Optional form
conditional form (mandatory if the answer to the provided questions is "Yes")

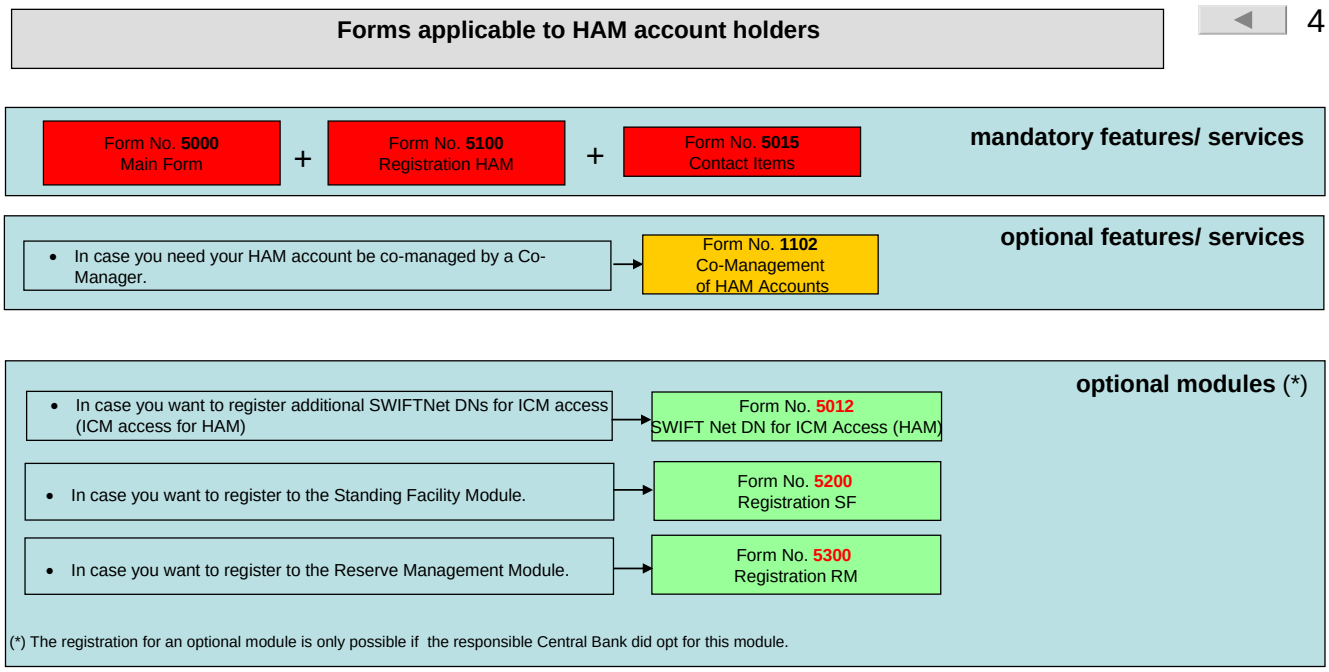
2.3.1. Forms applicable to Direct participation to Payments Module


Forms applicable to Direct participation to PM
2
Form No. 1000 Main Form
+
Form No. 1015 Contact Items
mandatory forms
optional forms
In case you want to register an indirect participant.
Form No. 4000 Main Form Indirect Participant
In case you want to register additional SWIFTNet DNs for ICM access
Form No. 1012 SWIFT Net DN for ICM Access
In case you want to define wildcard rules in order to register multi-addressee access and/or addressable BICs.
Form No. 1013 Addressable BICs - Wildcard Rules
In case you want to take part in the settlement process of an ancillary system (and dedicate liquidity in the framework of AS settlement).
Form No. 2002 Debit mandate for AS settlement
Form No. 1014 Sub Account for dedicated liquidity
In case you want to use the liquidity pooling feature and act as manager of the group
Form No. 1016 Pooling of Liquidity – GoA Manager
In case you want to use the liquidity pooling feature and act as a member of the group
Form No. 1017 Pooling of Liquidity - GoA Member
In case you want to use the direct debit feature between PM participants
Form No. 1018 Direct Debit authorisations
Optional/ forms (*)
In case you want to open a HAM account.
Form No. 5100 Registration HAM
In case you want to open a HAM account and act as Co- Manager of another HAM account.
Form No. 5100 Registration HAM
Form No. 1102 Co-Management of HAM Accounts
In case you want to open a HAM account, which will be co-managed by a Co-Manager.
Form No. 5100 Registration HAM
Form No. 1102 Co-Management of HAM Accounts
In case you want to act as Co-manager of a HAM account (without opening a HAM account yourself).
Form No. 1102 Co-Management of HAM Accounts
In case you want to register to Standing Facility Module.
Form No. 1200 Registration SF
In case you want to register to Reserve Management Module.
Form No. 1300 Registration RM
(*) The registration for an optional module is only possible if the responsible Central Bank did opt for this module.

2.3.2. Forms applicable to Indirect participation in Payments Module

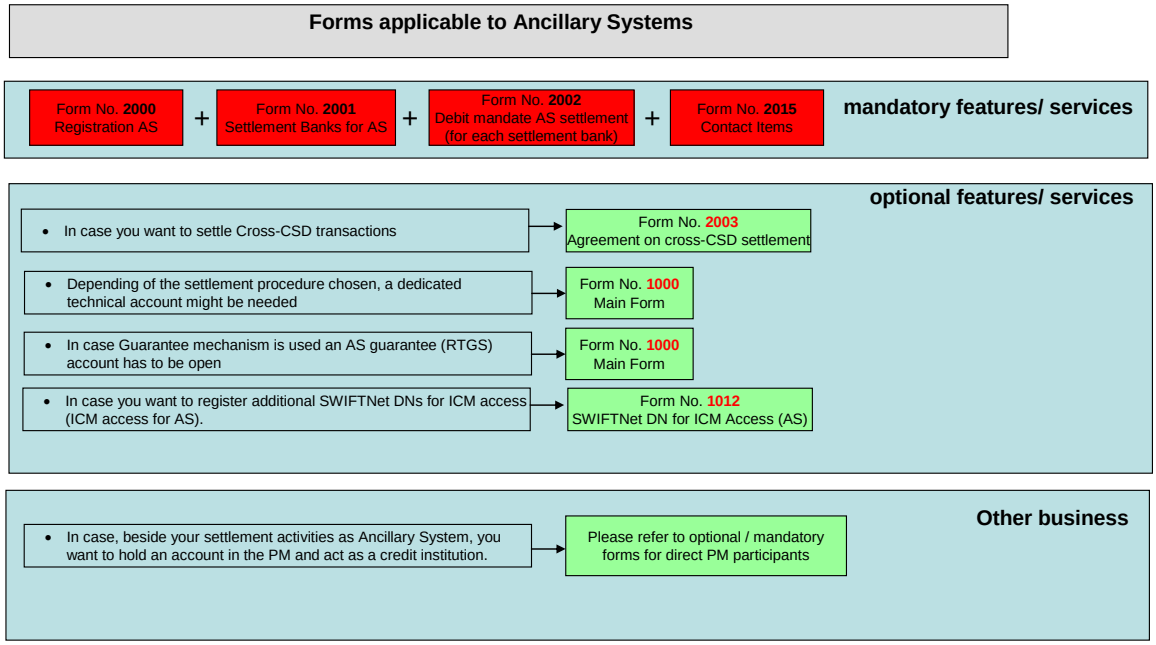

Forms applicable to Indirect participation to PM
3
Form No. 4000 Main Form
mandatory features/ services
optional features/ services
In case you want to define wildcard rules in order to register branch(es) as addressable BICs in the TARGET2 directory.
Form No. 4013 Wildcard Rules

2.3.3. Forms applicable to Home Accounting Module account Holder

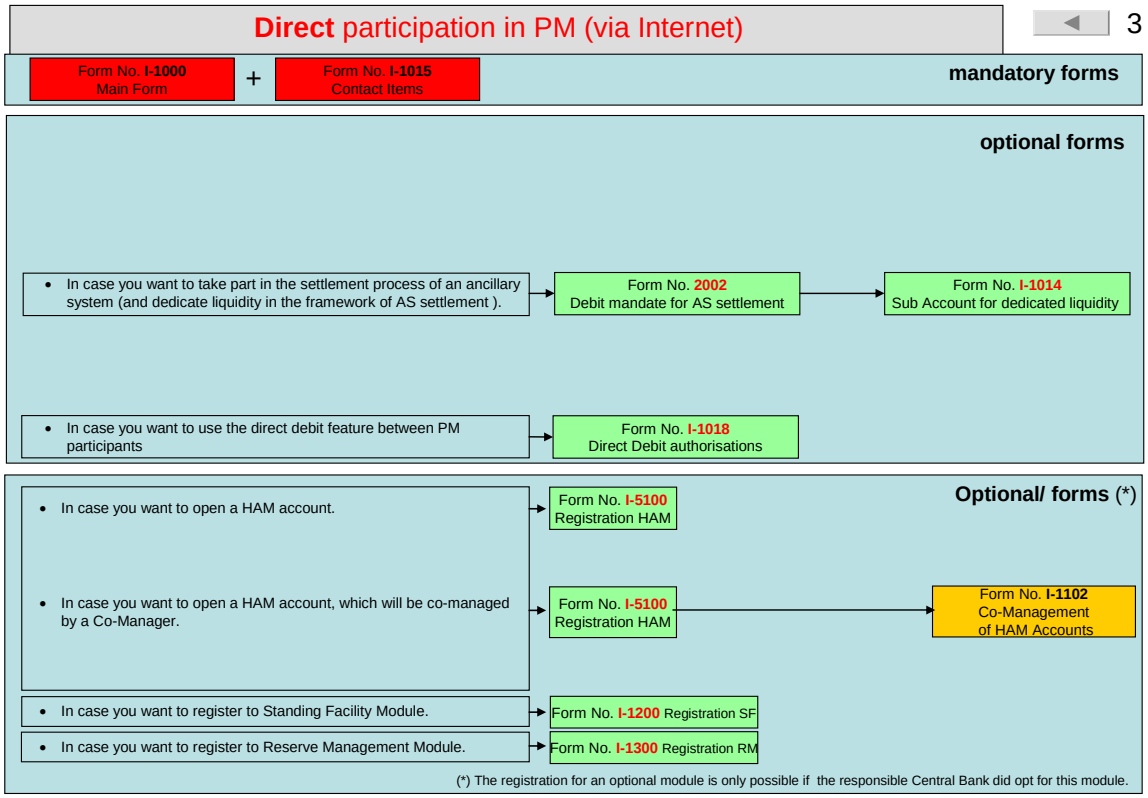

Forms applicable to HAM account holders
4
Form No. 5000
Main Form
+
Form No. 5100
Registration HAM
+
Form No. 5015
Contact Items
mandatory features/ services
In case you need your HAM account be co-managed by a Co-Manager.
Form No. 1102
Co-Management
of HAM Accounts
optional features/ services
optional modules (*)
In case you want to register additional SWIFTNet DNs for ICM access (ICM access for HAM)
Form No. 5012
SWIFT Net DN for ICM Access (HAM)
In case you want to register to the Standing Facility Module.
Form No. 5200
Registration SF
In case you want to register to the Reserve Management Module.
Form No. 5300
Registration RM
(*) The registration for an optional module is only possible if the responsible Central Bank did opt for this module.

2.3.4. Forms applicable to CB Customers

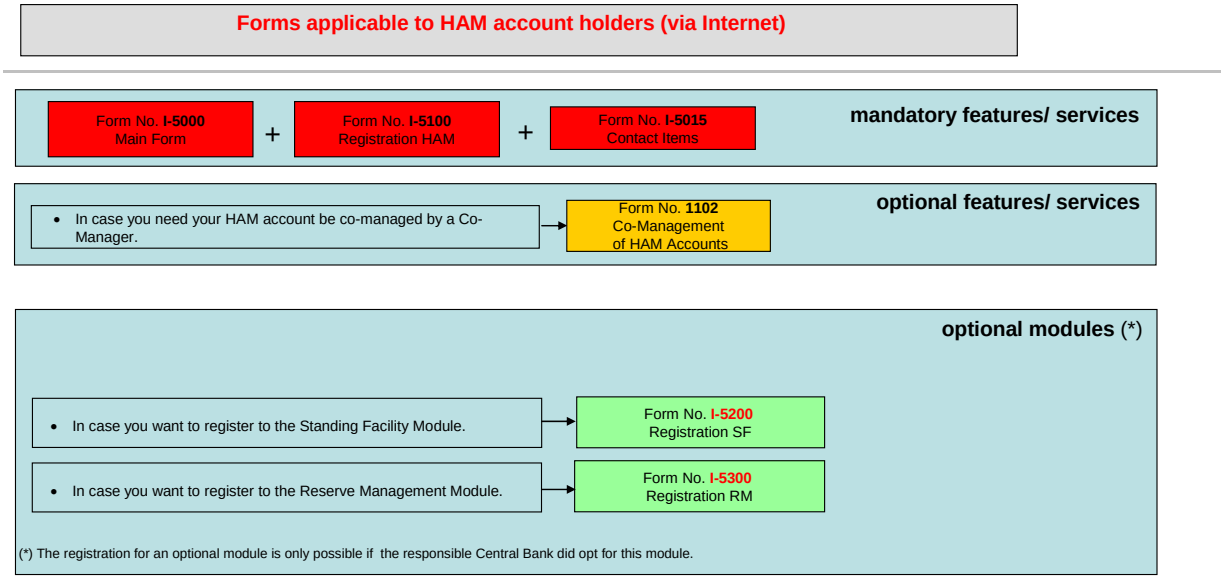
2.3.5. Forms applicable to Ancillary Systems


Forms applicable to Ancillary Systems
Form No. 2000 Registration AS
+
Form No. 2001 Settlement Banks for AS
+
Form No. 2002 Debit mandate AS settlement (for each settlement bank)
+
Form No. 2015 Contact Items
mandatory features/ services
optional features/ services
In case you want to settle Cross-CSD transactions
Form No. 2003 Agreement on cross-CSD settlement
Depending of the settlement procedure chosen, a dedicated technical account might be needed
Form No. 1000 Main Form
In case Guarantee mechanism is used an AS guarantee (RTGS) account has to be open
Form No. 1000 Main Form
In case you want to register additional SWIFTNet DNs for ICM access (ICM access for AS).
Form No. 1012 SWIFTNet DN for ICM Access (AS)
Other business
In case, beside your settlement activities as Ancillary System, you want to hold an account in the PM and act as a credit institution.
Please refer to optional / mandatory forms for direct PM participants

2.3.6. Forms applicable to Direct participation to Payments Module (via Internet)


Direct participation in PM (via Internet)
3
Form No. I-1000
Main Form
+
Form No. I-1015
Contact Items
mandatory forms
optional forms
In case you want to take part in the settlement process of an ancillary system (and dedicate liquidity in the framework of AS settlement).
Form No. 2002
Debit mandate for AS settlement
Form No. I-1014
Sub Account for dedicated liquidity
In case you want to use the direct debit feature between PM participants
Form No. I-1018
Direct Debit authorisations
Optional/ forms (*)
In case you want to open a HAM account.
Form No. I-5100
Registration HAM
In case you want to open a HAM account, which will be co-managed by a Co-Manager.
Form No. I-5100
Registration HAM
Form No. I-1102
Co-Management
of HAM Accounts
In case you want to register to Standing Facility Module.
Form No. I-1200 Registration SF
In case you want to register to Reserve Management Module.
Form No. I-1300 Registration RM
(*) The registration for an optional module is only possible if the responsible Central Bank did opt for this module.

2.3.7. Forms applicable to Home Accounting Module account Holder (via Internet)


Forms applicable to HAM account holders (via Internet)
Form No. I-5000
Main Form
+
Form No. I-5100
Registration HAM
+
Form No. I-5015
Contact Items
mandatory features/ services
In case you need your HAM account be co-managed by a Co-Manager.
Form No. 1102
Co-Management
of HAM Accounts
optional features/ services
optional modules (*)
In case you want to register to the Standing Facility Module.
Form No. I-5200
Registration SF
In case you want to register to the Reserve Management Module.
Form No. I-5300
Registration RM
(*) The registration for an optional module is only possible if the responsible Central Bank did opt for this module.

PART A – Description of SSP forms related to direct and indirect participants

3. Description of the SSP forms for direct participants

3.1. Main Form (no. 1000)

3.1.1. Frame Legal Entity

The input of a new direct participant into the Single Shared Platform always requires the definition of a "legal entity" (in the technical sense) in the static data (compulsory prerequisite).

A credit institution acting as a legal entity may require one or several accounts in the Payments Module and/or in the Home Accounting Module. During the static data collection process, such a credit institution will need to fill one request per account, all of them being registered under the same legal entity. From the Single Shared Platform viewpoint, the field "legal entity" helps to make the link between all accounts of the same credit institution within a given TARGET2 component system.

The "legal entity" is managed by the Central Bank selected by the participant in the header of the SSP form. All participants belonging to a legal entity (at least one participant) are therefore managed by the selected Central Bank. Multi-country banks need different accounts with different Central Banks in the countries where they have a branch implemented (e.g. for compulsory reserve management purpose). These accounts need to be registered by the Central Banks under the Legal Entity of the local branch.

Filling this frame is **mandatory** when registering a new account, regardless of whether the legal entity had already been used for registering an account.

	Field	Presence[4]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC must be in the BIC Directory

[4] M=Mandatory, O=Optional, C=Conditional

	Field	Presence[4]	Description
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Only 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Only 35 characters are possible (35x)
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Only 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity Only 35 characters are possible (35x)

Note: For an Ancillary System (and entities that would like to be registered simultaneously as an Ancillary System and a direct Payments Module participant) this frame should be filled for traceability and transparency only, because each time an Ancillary System is created (see chapter 5.1 Ancillary Systems) a legal entity is created automatically. Therefore, it is important to register first as an Ancillary System before undertaking the registration as "normal" participant.

3.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the Single Shared Platform Participant to be registered or updated.

Sub frame Administrative data

Within this sub frame the applicant indicates which kind of participation is requested and provides information required for the TARGET2 directory.

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	Account Holder BIC	M	Entry text field for the Account Holder BIC of the participant The Account Holder BIC and the BIC entered in the header of the SSP form are the same for a direct participant for the Live

	Field	Presence	Description
			registration.
22b	BIC Addressee	M	The Addressee BIC-11 of the participant must be entered in this field. It defines the BIC through which the direct participant sends and receives payment messages. This field is mandatory for the type of participation "direct"
23	Participant Type	M	Combo box for entry of the participant type with the values - Credit institution - Ancillary System
23b	Type of Participation	M	Combo box for entry of the type of participation with the values - Direct - Technical (for Ancillary System's technical account)
24	Main BIC	C	To be filled if the type of participation (22b) is 'Direct'. Control field which identifies whether the mentioned BIC should be the Main BIC. If the field is activated the main BIC flag is activated. The Main BIC flag indicates that the BIC of the direct participant can be used from other participants to address payments in case only the national sorting code or participant's name is known. • In case the BIC should not be the Main BIC – control field should not be checked • In case the BIC should be the Main BIC – control field should be checked
24b	BIC published in TARGET2 directory	C	To be filled if the type of participation (22b) is 'Direct'. Control field which identifies whether the mentioned BIC should be published in the TARGET2 Directory or not. • In case the BIC should not be published – control field should not be checked • In case the BIC should be the published – control field should be checked
25	Institutional Sector Code	M	Combo box for the Institutional Sector Code applicable for the participant. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank
25b	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

3.1.3. Frame Registration for Payments Module

This frame of the Main Form provides the necessary information to create a PM account or an AS technical/guarantee account in the Payments Module. It consists of four sub frames:

- Sub frame Payments Module Account
- Sub frame Co-management
- Sub frame Liquidity Management
- Sub frame Billing

Sub frame Payments Module Account

Within this sub frame, the applicant indicates general information on the Payments Module account.

	Field	Presence	Description
31	Account Type	M	Combo box for entry of the account type. If participant type is 'credit institution' (CI) then account type can be: - RTGS (PM account) - AS Guarantee Account If participant type is 'technical' then account type can be: - AS technical Account (for Ancillary Systems) The combo box in the SSP form contains the values for participant type CI and technical. The user must select the value according to the selected type of participation (23b).
32	Advice for Settlement on RTGS Account (MT 900/ 910)	M	Control field to indicate option for MT900/ MT910 when PM account is debited/ credited.
33	Balance Report	O	Control field to indicate option for balance report. If balance report is chosen, use Combo box to indicate option for balance report on the PM account with on of the following values: - MT 940 - MT 950
34	Account Number	-	The responsible Central Bank will enter the account number of the PM account in this field. The first 2 characters of the account number are always the country code of the responsible Central Bank.
34b	Credit based only	-	The responsible Central Bank will use this control field to indicate

	Field	Presence	Description
			if the account can have a debit balance (including credit lines) or not. *No* – means account can have a debit balance (control field is not checked) *Yes* – means account is only credit based (control field is checked)
35	Contingency Account Number	-	The responsible Central Bank will enter the account number of the CM account in this field. The first 2 characters of the account number are always the country code of the responsible Central Bank.

Sub frame Advices for co-managed HAM accounts

This sub frame is optional. It has to be used if the direct participant intends to act as co-manager of HAM account and wants to receive the notifications messages for those accounts.

	Field	Presence	Description
36	Advice for Co-manager for Debits on Co-managed HAM Accounts (MT 900)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for debits on Home Accounting Module account (MT 900) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
36b	Advice to Co-manager for Credits on Co-managed HAM Accounts (MT910)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for credits on Home Accounting Module account (MT 910) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
36c	Balance Report to Co-manager	O	Balance Report is optional. If the checkbox is unchecked it means "no balance report required". If Balance report is checked, the Combo box to indicate option for balance report on the PM account can be used with one of the following values: - MT 940 - MT 950

Sub frame Liquidity Management

- During the day:

During the business day, liquidity can be transferred either from a Home Accounting Module account or a proprietary home account to the PM account and vice versa. The direct participant can use different methods to transfer liquidity (see UDFS Book 1, chapter 2.3.1 and 2.3.2). To allow the user to benefit from the ICM functionality of a manual liquidity transfer from the PM account to an account in the Home Accounting Module (and vice versa) or a PHA (if the respective Central Bank supports this interface) the information about the respective account should be entered. If the participant does not hold an account in Home Accounting Module or PHA, this sub frame should not be filled.

- End of day:

Each Central Bank decides whether liquidity is kept overnight in the Payments Module (i.e. on PM accounts), or has to be transferred at the end of the day to the Home Accounting Module or to a Proprietary Home Account (see UDFS Book 1, chapter 2.3.3). In the event that the Central Bank has decided that the liquidity should remain on the Payments Module, this sub frame does not need to be filled in. Otherwise, this frame becomes mandatory and details of the account on the Home Accounting Module or PHA (held at the same Central Bank), where the remaining balance of each PM account should be transferred at the end of the business day, must be specified[5]. Remote access participants without a Home Accounting Module account or a proprietary home account who are not allowed to keep their liquidity on their own PM account have to specify the PM account of another participant at the same hosting Central Bank as the destination for the retransfer of liquidity at the end of the business day.

If the PM account should be debited at the end of day information about the receiver BIC and account for liquidity removal at the end of the day is required.

	Field	Presence	Description
37	Receiver BIC for Liquidity Removal during the day	O	Entry text field to enter the Receiver BIC for Liquidity Removal during the day. • In case of "Home Accounting Module", BIC of Home Accounting Module account. • In case of "PHA", BIC of CB hosting the PHA (e.g. for the German PHA: MARKDEFFXXX)
38	Account for	O	To be used only in case of "PHA".

[5] Please contact the Central Bank at the National Help desk to have the relevant information on the Central Bank option

	Field	Presence	Description
	Liquidity Removal (field 58)		Entry text field with maximum 34 characters to enter the Account for Liquidity Removal during the day (Account identification in the PHA).
37b	Receiver BIC for Liquidity Removal end of day	C	This field is conditional depending on each Central Banks' decision regarding reserve holding. If the Central Bank has decided that the liquidity should remain on the Payments Module, this sub frame does not need to be filled in. Otherwise, this frame becomes mandatory. Entry text field to enter the Receiver BIC for Liquidity Removal end of day. • In case of "Home Accounting Module", BIC of Home Accounting Module account. • In case of "PHA", BIC of CB hosting the PHA. • In case of "RTGS", BIC of another direct participant (must be the same responsible Central Bank) This field is also mandatory in case the PM account should be debited at the end of day.
38b	Account for Liquidity Removal (field 58) – PHA only	C	To be used only in case of "PHA". This field is conditional depending on each Central Banks' decision regarding reserve holding. Entry text field with maximum 34 characters to enter the Account for Liquidity Removal at the end of day. This field is also mandatory in case the PM account should be debited at the end of day and the liquidity shifted to an account in the PHA.

Sub Frame Billing Data

This sub frame of the main form allows the direct participant to provide information on the option chosen regarding the billing service.

	Field	Presence	Description
39	Billing option	M	Radio button for the choice of the Billing option: • Option A • Option B Please refer to User information guide to **TARGET2** pricing: http://www.ecb.europa.eu/pub/pdf/other/target2progressreport5-a2-target2pricingen.pdf

	Field	Presence	Description
40	Billing Address	M	Entry text field with maximum 35 characters to enter the Address where the invoice is to be sent to. Up to 7 lines can be entered.

3.1.4. Frame Distinguished Names

This frame of the Main Form provides information about the distinguished names (DNs) which are needed to receive the TARGET2 directory and to get access to the Information and Control Module. The Single Shared Platform will use SWIFTNet services where users are identified by their distinguished name (DN).

The Distinguished Name (DN) is the standard naming mechanism designed by SWIFT to support the secure exchange of information (DN is a X.500 Standard-compliant naming convention). The DN is segmented with a hierarchical structure – the so called DN tree, and is thus capable of identifying both high-level and more granular entities. The two standard levels for SWIFTNet DNs are:

- the **root** level (1st level): o=swift

  It is always mandatory and represents the identification domain managed by the SWIFT registration authority for the SWIFTNet user community.

- the **organisation** level (2nd level): o=<BIC8>, e.g. o=aaaabbcc, which is assigned by SWIFT.

  It contains the primary BIC 8 for the owning institution and is always mandatory. It must be always the live BIC even in case of registration for Test & Training (pilot).

The subsequent sub-levels (level 3 to 10) of SWIFTNet DNs are optional:

- the **organisational unit** level such as:
  - ou=frankfurt, reflecting a geographical location, region, institution division, branch, department, or line of division
  - ou=fin, reflecting a service or a back-office
- the **user/application level**: such as
  - cn=fincbt1, reflecting a FIN CBT[6] or an application, or

[6] Software product to process and exchange FIN messages using the FIN application over the SWIFT network. SWIFTAlliance Access and Entry are SWIFT offered FIN CBT products.

- cn=johann-wolfgang, reflecting a person.

These values are strings of between **2 and 20 characters** (lowercase alphanumeric) with the **hyphen** ("-") as **the only special character**.

The **total length** of a DN is **100 characters**. The total number of levels of a DN (o=, ou=, cn=) can be **up to 10** or, in other words, the subsequent levels (ou=, cn=) can be repeated 8 times. However SWIFT recommends not to have more than 4 levels in total.

The activities related to user management and certificates including the structure of DNs have to be executed by "Security Officers" (see Information and Control Module User Handbook I, chapter 3 User administration). Two Security Officers are defined vis-à-vis SWIFT when the Single Shared Platform participant registers at SWIFT for access to the Secure IP Network (SIPN) The DN structure can be defined in the structure of the participant's organisation and must be reported to SWIFT.

Applicants filling this frame should note that DNs have to comply with a specific SWIFT NET format.

Further information about DNs is available on the SWIFT website (www.swift.com).

This frame consists of two sub frames:

- Sub frame SWIFTNet DN for receiving TARGET2 Directory updates in push mode
- Sub frame SWIFTNet DN for ICM access

Sub frame SWIFTNet DN for Receiving TARGET2 Directory in push mode

The Single Shared Platform provides the TARGET2 directory and its weekly updates via FileAct. These are ASCII files containing fields with fixed lengths and no separator. Direct participants can receive these files in two ways: push mode and pull mode (for detailed information see: Version 2.3 UDFS Book 1, chapter 9.3.3 Distribution of TARGET2 directory). The sub frame "SWIFTNet DN for receiving TARGET2 Directory in push mode" is needed if the participant wants to receive the weekly updates of the TARGET2 directory sent in push mode. Therefore, this DN has to comply with the DN registered by SWIFT for the Store-and-Forward traffic (e-ordering).

	Field	Presence	Description
41	SWIFT Net Service for receiving	C	Entry text field for SWIFT Net Service at which the participant is registered for receiving the TARGET2 directory in push mode.

	Field	Presence	Description
	TARGET2 directory		Because the updates of the TARGET2 directory will be transferred using the PAPSS Store-and-forward service the standard entry should be: • **trgt.sfpapss** (for production) • **trgt.sfpapss!p** (for test environment) This text field is only needed if the participant wants to receive the weekly updates of the TARGET2 directory in push mode
41b	Packed File Delivery	M	Control field to indicate option for packed or unpacked delivery of Single Shared Platform SWIFTNet messages to the participant
42	O=SWIFT	-	Displays the root level
42b	O=	M	Entry text field for the (live) BIC-8 of the DN (organisation level) is mandatory in order to receive the TARGET2 directory updates via push mode.
43-43h	Subsequent levels of the DN	O	By the mean of a combo box the user can choose the type of (optional) level to be added to the DN tree: • OU= (**Organisational Unit)** • CN= (**Common Name** for user/application level**)** Entry text field. A maximum of 8 **Organisational unit/common name** levels is permitted (using text fields 43 to 43h for that purpose). These are strings of between 2 and 20 characters (lowercase, alphanumeric)

Sub frame SWIFTNet DN for ICM access

The sub frame "SWIFT NET DN for ICM access" is mandatory because the access to the Payments Module via the ICM (Information and Control Module) (via user to application mode) is mandatory for all direct PM participants.

	Field	Presence	Description
45	Actor Type	M	Using the combo box the user can select the actor type according the value: - Participant - Ancillary System
46	O=SWIFT		Displays the root level
46b	O=	M	This text field for the (live) BIC-8 of the owning institution (organisation level) is mandatory.

3. Description of the SSP forms for direct participants

3.1 Main Form (no. 1000)

	Field	Presence	Description
47	OU=	O	Entry text field for the **organisational unit** level (optional) More than one is possible (47b-47h). These are strings of between 2 and 20 characters (lowercase, alphanumeric)

3.2. Sub Forms

3.2.1. SWIFTNet DN for ICM Access (Form no. 1012)

A user should fill in this SSP form, when an additional registration of a SWIFTNet DN for Information and Control Module access is necessary. The user is able to forward as many sub forms (no. 1012) as necessary.

	Field	Presence	Description
45	Actor Type	M	Using the combo box the user can select the actor type according the value: - Participant - Ancillary System
46	O=SWIFT		Displays the root level
46b	O=	M	This text field for the (live) BIC-8 of the owning institution (organisation level) is mandatory.
47	OU=	O	Entry text field for the **organisational unit** level (optional) More than one is possible (47b-47h). These are strings of between 2 and 20 characters (lowercase, alphanumeric)

3.2.2. Addressable BICs and Multi-addressee access (Form no. 1013)

A wildcard enables to load all the BICs from the BIC directory which match the template defined by the wildcard rule, into the TARGET2 directory as participant BICs (and/or optionally as addressee BICs). This functionality can therefore be used to register **multi-addressee access** and **addressable BICs** according the TARGET2 participation framework approved by the Governing Council.

For further information on wildcard rules, please refer to UDFS v2.2 Book 1, chapter 9.3.4 Administration by Central Banks.

The following is a description of the main concept managed in the TARGET2 wildcard processing.

Wildcard templates

A wildcard template is composed of

- at least one BIC (if wildcard “*”character is used only the format “4!a” is required, otherwise BIC-11)

- and a wildcard "*" character which replaces any number of characters. The wildcard character can therefore be at position 5 or any from 7 till 11, but must always be at the end of the wildcard template. It is also possible to have no wildcard character in the template. In that case the wildcard rule will apply to that specific BIC-11 only.

For example the following templates:

- BKAAFR* , BKAAFRP* ,BKAA* ,BKAAFRPP00* ,BKAFRPP001 are valid templates
- but BKA*, BKAA*PP001, BKAAFRPP are not valid templates

It is recommended to use the wildcard character to register branches as addressable BICs but not to use it for the registration of correspondent banks or customers.

Wildcard rule set

Each PM participant is allowed to have none or one wildcard rule set

A wildcard rule set is composed of none to many wildcard rules which can be:

- Inclusion rule: All public BICs (which do not already identify a participant in TARGET2) that match the templates entered in the wildcard rule will be automatically loaded in the TARGET2-BIC table as entries related to the wildcard rule set.
- Exclusion rule: All public BICs that match the templates of the exclusion rule are ignored and therefore not loaded in the TARGET2 BIC table.

The wildcard rules set groups the different wildcard rule lines as a single item. From a static data point of view wildcard rule lines are not managed individually but only as a whole. Therefore the modification of a wildcard rule line is considered as a modification of the whole wildcard rule set.

For each wildcard inclusion rule a participation type must be defined in order to distinguish the different participation situations implemented via wildcard in the TARGET2 directory.

The different types of participation available for BIC included via wildcard rules are:

- **03** – multi addressee – credit institution
- **04** – multi addressee – branch of direct participant
- **05** – addressable BIC – correspondent (including CB customers)
- **06** – addressable BIC – branch of direct participant
- **07 –** addressable BIC – branch of indirect participant

	Field	Presence	Description
11	Branch Flag	M	If the branch flag is activated, all entries generated by the participant's wildcard rule will also be quoted as **BIC Addressee** in the TARGET2 directory. If the branch flag option is checked then it is not necessary to fill in the fields BIC addressee (as any participant BICs generated by a wildcard rule will also be quoted as addressee BIC).
12	Modify to	O	**In case of modification** the checkbox in front of the wildcard rule should identify the respective entry to be modified (related to the original form) and the change which should be made by the respective Central Bank.
13	BIC	M	Entry field for the BIC (only format check (4!a) is to be made on the BIC) and a wildcard "*" character (replacement of any number of characters) This is the template used to determine the BICs to be included/excluded by the wildcard rule. Please note that the wildcard character is only possible at the position 5 or any from 7 till 11 and must always be at the end of the wildcard template. It is also possible to have no wildcard character in the template. In that case the wildcard rule will apply to that specific BIC-11 only.
14	BIC Addressee	O	Entry field for the BIC Addressee which is used to send and receive payments. The Addressee BIC must be a SWIFT BIC. The field BIC Addressee (14) cannot be used when the branch flag (11) is checked. The field "BIC Addressee" can be filled only if the wildcard type is set to "Inclusion" and the Participation Type is either "03-Multi Addressee – Credit Institution" or "04-Multi-Addressee – branch of direct participant".
15	Participant Type	C	The content of this field will be entered via a combo box with the following values: • 03 – multi addressee – credit institution • 04 – multi addressee – branch of direct participant • 05 – addressable BIC – correspondent (including CB customers) • 06 – addressable BIC – branch of direct participant • 07 – addressable BIC – branch of indirect participant The field "Participation Type" - must be blank (filled with "-Select-") when Type (16) is 'exclusion' - must not be blank when Type (16) is 'inclusion'
16	Type of wildcard	M	This field identifies the type of the wildcard rule whether it is **Inclusion** or **Exclusion**. Please note that in case of **Exclusion** - the field "BIC Addressee" can not be filled.

			- the field “Participant Type” must be blank and in case of **Inclusion** - the field “Participation Type” (15) must not be blank

3.2.3. Sub-account for dedicated liquidity (Form no. 1014)

For the settlement of an interfaced Ancillary System using AS standard settlement procedure 6, the settlement bank can "set aside" liquidity dedicated for the settlement of that specific AS. This is done by maintaining a specific RTGS sub-account. In the case of the integrated model where the settlement of the cash leg occurs within the AS itself, the relevant AS has to use a so-called mirror account (opened at the CB level) to collect the liquidity set aside by its settlement banks and to transfer it to the cash position within its own system. Therefore, this form will not be used by integrated AS.

The static data to create, delete or modify a sub-account can be entered in this form.

A sub-account has no BIC of its own but is related to the BIC of the “main” PM account to which it belongs, as indicated in the header of the form (Participant BIC). It is consequently identified by a unique account number.

A sub-account may **only** be used for the settlement of **one AS**. Therefore, this form must be completed for each sub-account that is required (a new reference should be provided on each form).

	Field	Presence	Description
11	AS BIC	M	Entry text field for the BIC-11 of the Ancillary System for the settlement of which the liquidity is set aside.
12	AS Name	O	Entry text field for the Name of the AS. Up to 35 characters are possible.
13	RTGS BIC	-	Same as BIC in the header
13	Name of sub-account	M	Entry text field for the (Sub) Account Name. Up to 35 characters are possible.
14	Account Number	M	Entry text field for the Sub-account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by respective CB in case of “new”*

3.2.4. Contact Items (Form no. 1015)

This form enables the user to create a new contact item for the related entity or to update an existing contact item, by adding/deleting contact information. It is mandatory for each direct Payments Module participant to provide at least one contact item.

This form might be used several times in order to register more than one contact (a new reference should be provided on each form). It is not possible to have two different contacts for the same function.

This form consists in two frames:

- contact item
- contact information (up to 10)

3.2.4.1. Frame Contact Item

	Field	Presence	Description
11	Function Title	M	The combo box contains the following values: • AS Manager • CI Disturbance Co-ordinator • CI Liquidity Manager • CI Operational Manager • CI Project Manager • CI SWIFT Network • CI T2 Directory • CI T2 Head Manager • CI Test Manager • RM Administrator • SF Administrator
12	First Name	M	Entry text field for entering the first name of the related contact person. Up to 35 characters are possible
13	Last Name	M	Entry text field for entering the last name of the related contact person. Up to 35 characters are possible

3.2.4.2. Frame Contact Information

	Field	Presence	Description
14	Contact type	M	This field should be used to identify the means of communication. The entry of more than one means is possible, therefore please use the different lines provided in the form. The value "address" can be used to identify an address of a contact person which is different from the address of the participant. The combo box contains the following values: • Phone • Fax • E-mail • Address • ZIP Code • City • Country It is possible to manage up to 10 different contact means.
15	Contact value	C	This field is mandatory if a contact type related to this field is selected. Then up to 35 characters are possible.

3.2.5. Pooling of Liquidity – Group of Accounts Manager (Form no. 1016)

Credit Institutions within the same group are allowed to jointly make use of the liquidity pooling functionality. For further information please refer to UDFS book1, chapter 2.5.5 Pooling of liquidity.

Because the liquidity pooling function is an optional service this SSP form is also optional.

Structure

The Payments Module offers liquidity pooling services, relying on the so-called "group of accounts" structure. A group of accounts consists of one or several PM account(s) in the books of one or several CBs.

TARGET2 offers two variants for the pooling of liquidity:

- Virtual Account[7] (only for euro area participants).

[7] Also designated as Aggregated Liquidity in Harmonised Condition (Article 23 – 26 Harmonised Conditions; App. VII Harmonised Conditions)

- Consolidated Account Information (also available to participants from non-euro area countries)

If a group of Payments Module participants wants to pool their liquidity they can decide to use one of the two variants or a combination of both.

Assignment

A given PM account can be assigned to a maximum of one group of accounts. This could be either a "virtual account" (a group of accounts put together to pool liquidity, forming virtually a single account) or a "group of consolidated account information" (a group of accounts put together to provide consolidated information on the whole group). If a participant decides to use a virtual account and the consolidated information, all accounts forming the virtual account belong de facto to the group of accounts consolidated information. It is not possible that one account out of the accounts forming the virtual account remains outside the consolidated account information.

(UDFS Book, 1chapter 2.5.5 Pooling of Liquidity)

If the applicant participant would like to set up a group of accounts (either virtual account or consolidated account information) and act as the manager of the group, the SSP form "1016 Pooling of Liquidity – GoA Manager" has to be used.

The form consists of two frames:

- Consolidated Account Information (CAI)
- Virtual Account

3.2.5.1. Frame Consolidated Account Information

	Field	Presence	Description
	Consolidated Account Information	O	The applicant participant should cross the checkbox in front of the header to indicate that he would like to act as Manager of a Consolidated Group of Accounts
11	Name of the Consolidated Account Information	M	The applicant participant has to provide a name for the Consolidated Group of Accounts by using this field. Up to 35 characters is possible
12	Group of Accounts ID	-	This field has to be filled by the responsible Central Bank with the Identification number of the group of accounts and communicated

	Field	Presence	Description
			to the GoA Manager. If the applicant participant would like to modify or delete elements of static data, this field has to be filled by them. It should start with the country code of the Central Bank.
13	BIC of the Main Account	M	One PM account inside the Consolidated Group of Accounts has to be assigned as master account (under the responsibility of a group of accounts manager). Due to the fact that this form is related to the Group of Accounts Manager, his PM account must be listed here.
Members of the GoA Consolidated Account Information			
14	Member BIC	C	Within this sub frame all Member BICs of the group of accounts (CAI) should be listed.
15	Member RTGS Account	C	With reference to the Member BIC, the relevant RTGS Account number of the member should be entered in this field: Included Accounts: • PM accounts held with euro area CBs • PM accounts held with non-euro area CBs • PM accounts of remote participants • Sub-accounts (for information only) All other account types are out of the scope of the Consolidated GoA. Up to 34 characters are possible.
16	Virtual Account ID	C	Within this sub frame all Member Virtual Accounts of the Consolidated group of accounts (CAI) should be listed using the VA ID as identifier. It should start with the country code of the Central Bank.
23	Name of the Virtual Group of Accounts	C	With reference to the Virtual Account ID the respective Group Name should be entered in this field. Up to 12 characters is possible

3.2.5.2. Frame Virtual Account

	Field	Presence	Description
	Virtual Account	O	The applicant participant should check the box in front of the header to indicate that he would like to act as Manager of a Virtual Account
20	Name of the Virtual Account	M	The applicant participant has to provide a name for the Virtual Account (up to 12 characters)
21	Group of Accounts ID	-	This field has to be filled by the responsible Central Bank with the Identification number of the group of accounts and communicated to the GoA manager. If the applicant participant would like to

	Field	Presence	Description
			modify or delete elements of static data, this field has to be filled by them. It should start with the country code of the Central Bank.
22	BIC of the Main Account	M	One PM account inside the virtual account has to be assigned as main account (under the responsibility of a group of accounts manager). Due to the fact that this form is related to the Group of Accounts Manager, his PM account must be listed here. The field is listed only for the sake of completeness. It is equal to the Participant BIC listed in the header and therefore need not be filled again.
16	Member BIC	M	Within this sub frame all Member BICs of the group should be listed.
17	Member RTGS Account	M	With reference to the Member BIC the respective RTGS Account number of the group member should be listed in this field Included Accounts: • PM accounts held with euro area CBs• • Sub-accounts for dedicated liquidity (for information purposes only) Excluded Accounts: • PM accounts of remote participants • PM accounts held with non-euro area CBs

3.2.6. Pooling of Liquidity – GoA Member (Form no. 1017)

This form should be used by participants:

- holding a PM account with a euro area CB
- holding Sub-account(s) for dedicated liquidity (for information purposes only)
- requesting membership in a Virtual Account or a Group of Consolidated Account information.

This form could also be used by participants:

- holding a PM account held with a connected CB.
- holding a PM account as a remote participant.
- requesting membership only in a Group of Consolidated Account Information.

Furthermore the Group of Accounts Manager of a Virtual Account must use this form in order to assign “his” Virtual Account to a Group of Consolidated Account Information.

The form consists of two frames:

- Member of Virtual Account
- Member of Consolidated Account Information

depending on the decision of the applicant participant to be a member of group of accounts, either a Virtual Account or a Consolidated Account Information.

Please note that a given PM account can be assigned to a maximum of one group of accounts. If a participant decides to use a Virtual Account and the Consolidated Account Information, all accounts forming the Virtual Account belong *de facto* to the group of accounts formed for the provision of consolidated information. It is not possible that one account out of the accounts forming the Virtual Account remains outside of the Consolidated Account Information.

3.2.6.1. Frame Member of Virtual Account

	Field	Presence	Description
	Member of Virtual Account	O	The applicant participant should check the box in front of the header to indicate that he would like to be a Member of a Virtual Account.
11	Virtual Account ID	M	This field has to be filled by the applicant participant with the Identification number of the Virtual Account provided by the GoA manager. It should start with the country code of the Central Bank.
12	BIC of the related Main Account	M	It is the PM account of the group of accounts manager. This field must be filled by the applicant participant in order to ensure the cross reference between the Virtual Account ID and Group of Accounts Manager.
13	Member BIC	C	The applicant participant who requests to be a member of a virtual account can be identified with the respective participant BIC. Therefore this field is prefilled with the Participant BIC listed in the header of the form.
14	Member RTGS Account	C	With reference to the Member BIC the respective RTGS Account number of the group member should be entered in this field of the list

3.2.6.2. Frame Member of Consolidated Account Information

	Field	Presence	Description
	Member of Consolidated Account Information	O	The applicant participant should check the box in front of the header to indicate that he would like to act as Member of a Group of Consolidated Account Information

	Field	Presence	Description
15	ID of the Consolidated Account Information	M	This field has to be filled by the applicant participant with the Identification number of the group of accounts provided by the group of account manager. It should start with the country code of the Central Bank.
16	BIC of the related Main Account	M	It is the PM account of the group of accounts manager. This field must be filled by the applicant participant in order to ensure the cross reference between Consolidated Information Account ID and Group of Accounts Manager.
Assignment of a PM account			
17	Member BIC	C	If the form is used to assign a PM account to the CAI, the control field has to be used and the following fields need to be filled in. The applicant participant which requests to be a member of a Group of Consolidated Account Information can be identified with the respective participant BIC. Therefore this field is prefilled with the Participant BIC listed in the header of the form.
18	Member RTGS Account	C	With reference to the Member BIC the respective RTGS Account number of the group member should be entered in this field
Assignment of a Virtual Account			
22	ID of the Virtual Account	C	If the form is used to assign a Virtual Account to the CAI, the control field has to be used and the following fields need to be filled in. Should be listed here the Virtual Account ID to be part of the above mentioned CAI. It should start with the country code of the Central Bank.
23	Name of the Virtual Account	C	In reference with the Virtual Account ID the respective Group Name should be entered in this field.

3.2.7. Direct Debit authorisations (Form no. 1018)

The direct debit functionality is only available between direct participants in the Payments Module.

The direct participants have to agree the terms and conditions for allowing direct debits with the parties allowed to debit their accounts. TARGET2 offers only the general framework.

Using this form, the direct participant:

- authorises other(s) participant(s) (payees) to debit its account via a direct debit order.
- requests the relevant Central Bank to record the pre-agreements in the Static Data Module via Information and Control Module.

The following parameters are used in connection with the direct debit scheme:

Mandatory	Optional
Payee	Maximum amount per day (for all direct debits independent from the counterparty)
Account to be debited	Maximum amount per counterparty
Reference (filled by CB)	Maximum amount of any single payment per counterparty

The Payments Module ensures that the conditions mentioned above (if chosen) are met before processing a direct debit request.

This optional form consists of two different frames

- Direct Debits – general information
- Direct Debits – List of Direct Debit authorisations (7x)

3.2.7.1. Frame Direct Debits – General Information

	Field	Presence	Description
11	Maximum Amount of Direct Debits per day	O	Within this field the direct Payments Module participant can limit the use of the direct debit function by defining total sum of debits allowed by direct debits per day regardless of the issuer of direct debit orders (up to 18 characters are possible – e.g. 999.999.999.999,99)

3.2.7.2. Frame Direct Debits – List of Direct Debits

This frame allows the direct PM participant (payer) to define up to seven (7) arrangements for direct debits. These arrangements define the conditions (limits) under which the designated payee debits the participant's PM account (payer) by the mean of direct debit instructions (MT204).

	Field	Presence	Description
12	Payee	M	Entry field for the BIC-11 of the direct PM Participant (payee) which is allowed to issue direct debit instructions.
13	Name of the payee	M	Entry field for the name of the direct PM Participant which is allowed to debit the participant's account (payee).

	Field	Presence	Description
14	Maximum Amount of Direct Debits per day is allowed	C	This option field caps the amount the counterpart is allowed to debit. The maximum could be the amount entered in field 11. If the participant would like to define a lower amount than in field 11 then the field 15 "Maximum Amount per Counterpart" should be used.
15	Maximum Amount per Counterpart	C	Depending on the participant's decision this field can be used to limit the amount for direct debits per counterpart and define the maximum amount authorised per counterpart in case of direct debit. If the checkbox 14 is checked then this option should not be used. This amount must be lower than or equal to the amount specified in field 11 - Maximum Amount of Direct Debits per day. This amount must be higher than or equal to the amount in field 16 - Maximum Amount per Payment.
16	Maximum Amount per Payment	O	This field can be used to define the maximum amount for any single direct debit instruction sent by the counterpart. This amount must be lower than or equal to the amount specified in field 15 - Maximum Amount per Counterpart.
17	Reference of direct debit	M	This field is used by the Central Bank (in case of "new") to insert a reference for the Direct Debit agreement.

3.3. SSP form for optional modules

3.3.1. Co-Management Form (Form no. 1102)

This Co-Management form should be completed if the account of the Home Accounting Module (HAM) account Holder should be co-managed by another participant (which must be a direct participant in the Payments Module of the Single Shared Platform). The Co-Manager of the Home Accounting Module account should already be indicated in the "SSP form for collection of Static Data - 5100 Home Accounting Module". Therefore the present form should be used in connection with form no. 5100.

Both parties confirm that they agree on the Co-management of the Home Accounting Module account mentioned in the frame "Home Accounting Module Account Holder" by the respective Co-Manager mentioned in frame Co-Manager for HAM Account".

3.3.1.1. Frame HAM Account Holder

	Field	Presence	Description
10	Home Accounting Module Participant BIC	M	To identify the Home Accounting Module Account Holder the Participant BIC has to be entered in this field
11	Name of the Home Accounting Module Participant	M	With reference to the Home Accounting Module Participant BIC the respective Home Accounting Module Participant Name has to be entered here.
12	Responsible CB	M	The responsible Central Bank of the (co-managed) Home Accounting Module account holder must be selected via the combo box

3.3.1.2. Frame Co-Manager of HAM account

	Field	Presence	Description
20	BIC of Co-Manager	M	To identify the Co-Manager of the Home Accounting Module Account the respective BIC has to be entered in this field.
21	Name of the Co-Manager	M	With reference to the Co-Manager BIC the name of the respective Co-Manager has to be entered here.
22	Responsible CB of Co-Manager	M	To identify the Co-Manager of the Home Accounting Module Account the responsible Central Bank has to be selected.

3.3.1. SSP form for Standing Facilities Module (Form no. 1200)

With regard to Standing Facilities (SF), the choice to opt for this standardised Single Shared Platform module or to keep a proprietary one is left to each Central Bank. For further information please refer to UDFS book 2, chapter 12.3 User Guide for Standing Facilities (Module) (SF).

	Field	Presence	Description
10	Type of account for Settlement of SF operations	M	Only "RTGS" is permitted. *If the participant holds a HAM account and wants to use this account for the settlement of SF operations, then the form 5200 has to be used.*
11	Account Number for Overnight Deposit	-	Account number to identify the account which will be used for the overnight deposit and of the related interests. The overnight deposit function is also available for out countries. The entry is made by the responsible Central Bank in case of "new".
12	Account Number for Marginal Lending	-	Account number to identify the account which will be used for marginal lending. The marginal lending function is not available for out countries. The entry is made by the responsible Central Bank in case of "new".
13	Allowed for Standing Facilities in EMU	-	The checkbox is used by the responsible Central Bank. This attribute is related to the possibility for the applicant participant to use Standing facilities in EMU.

3.3.1. SSP form for Reserve Management Module (Form no. 1300)

This SSP form enables the applicant participant to forward the relevant information required for Compulsory Reserve Management to its Central Bank. For further information please refer to UDFS book 2, chapter 12.2 User Guide for Reserve Management Module.

This form should be completed if the applicant participant is subject to minimum reserve requirements and if the responsible Central Bank has opted for the Reserve Management Module. The applicant participant subject to minimum reserve requirements has the following possibilities:

1. It can manage its minimum reserves **directly** on a PM account or Home Accounting Module account, or PHA account, In that case the participant is its own reserve maintainer and management of minimum reserve is "direct".
2. Or it can deposit its reserve requirements on another Home Accounting Module or Payments Module or PHA account of the same Central Bank and that is subject to minimum reserve requirements. In that case the participant is different from the reserve maintainer (BIC of Intermediary) and management of minimum reserve is "**indirect**".
3. Or it can manage its reserve requirements in a "pool of reserve" where reserve requirements are pooled among a group of participants (managed by the same CB). One of the participants in the group is designated as the group leader and it is its Home Accounting Module or Payments Module account on which interests and penalties for the whole pool will be settled. In that case for each participant of the group the reserve maintainer is the group leader (BIC of Monetary Financial Institution – MFI – Leader). The management of minimum reserves is then "**pool**".
4. Or it can manage its reserve requirements '**local',** using proprietary means.
5. Or it can be not a subject for reserve requirements – '**no'.**

	Field	Presence	Description
10	Management of Minimum Reserve	M	Using the combo box the applicant participant selects the respective entry which describes how the participant manages its reserve requirements. The values are • Direct • Indirect • Pool • Local • No
11	Source of Minimum Reserve	M	Using the combo box the applicant participant should indicate the source of minimum reserve. The values are: • RTGS • HAM • PHA
12	BIC of Intermediary	C	This field is mandatory if management of minimum reserve (10) is "indirect". It indicates the BIC of the reserve maintainer, e.g. of the participant or PHA account maintaining reserves for the participant described in the current record.
13	BIC of MFI Leader	C	This field is mandatory if management of minimum reserve (10) is "pool". It indicates the BIC of the respective MFI Leader.

4. Description of the SSP forms for direct participants (via Internet)

4.1. Main Form (no. I-1000)

4.1.1. Frame Legal Entity

The input of a new direct participant into the Single Shared Platform always requires the definition of a "legal entity" (in the technical sense) in the static data (compulsory prerequisite).

A credit institution acting as a legal entity may require one or several accounts in the Payments Module and/or in the Home Accounting Module. During the static data collection process, such a credit institution will need to fill one request per account, all of them being registered under the same legal entity. From the Single Shared Platform viewpoint, the field "legal entity" helps to make the link between all accounts of the same credit institution within a given TARGET2 component system.

The "legal entity" is managed by the Central Bank selected by the participant in the header of the SSP form. All participants belonging to a legal entity (at least one participant) are therefore managed by the selected Central Bank. Multi-country banks need different accounts with different Central Banks in the countries where they have a branch implemented (e.g. for compulsory reserve management purpose). These accounts need to be registered by the Central Banks under the Legal Entity of the local branch.

Filling this frame is **mandatory** when registering a new account, regardless of whether the legal entity had already been used for registering an account.

	Field	Presence[8]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC can be either non-SWIFT BIC or SWIFT BIC
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Only 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Only 35 characters are possible (35x)

8 M=Mandatory, O=Optional, C=Conditional

	Field	Presence[8]	Description
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Only 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity Only 35 characters are possible (35x)

4.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the Single Shared Platform Participant to be registered or updated.

Sub frame Administrative data

Within this sub frame the applicant indicates which kind of participation is requested and provides information required for the TARGET2 directory.

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	Account Holder BIC	M	Entry text field for the Account Holder BIC of the participant The Account Holder BIC and the BIC entered in the header of the SSP form are the same for a direct participant for the Live registration.
22b	BIC Addressee	M	The Addressee BIC-11 is default for the internet based participant. The default value is TRGTXEPMLVP. It defines the BIC through which the direct participant sends and receives payment messages. This field is mandatory for the type of participation “direct”
23	Participant Type	M	Combo box for entry of the participant type with the value - Credit institution
23b	Type of Participation	M	Combo box for entry of the type of participation with the value - Direct
24	Main BIC	C	To be filled if the type of participation (22b) is ‘Direct’. Control field which identifies whether the mentioned BIC should be the Main BIC. If the field is activated the main BIC flag is activated. The Main BIC flag indicates that the BIC of the direct participant can be used from other participants to address payments

	Field	Presence	Description
			in case only the national sorting code or participant's name is known. • In case the BIC should not be the Main BIC – control field should not be checked • In case the BIC should be the Main BIC – control field should be checked
24b	BIC published in TARGET2 directory	C	To be filled if the type of participation (22b) is 'Direct'. Control field which identifies whether the mentioned BIC should be published in the TARGET2 Directory or not. • In case the BIC should not be published – control field should not be checked • In case the BIC should be the published – control field should be checked
25	Institutional Sector Code	M	Combo box for the Institutional Sector Code applicable for the participant. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank
26	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

4.1.3. Frame Registration for Payments Module

This frame of the Main Form provides the necessary information to create a PM account in the Payments Module. It consists of four sub frames:

- Sub frame Payments Module Account
- Sub frame Liquidity Management
- Sub frame Billing

Sub frame Payments Module Account

Within this sub frame, the applicant indicates general information on the Payments Module account.

	Field	Presence	Description
31	Account Type	M	Combo box for entry of the account type. If participant type is 'credit institution' (CI) then account type can be: - RTGS (PM account)

	Field	Presence	Description
			The combo box in the SSP form contains the values for participant type CI.
32	Account Number	-	The responsible Central Bank will enter the account number of the PM account in this field. The first 2 characters of the account number are always the country code of the responsible Central Bank.
32b	Credit based only	-	The responsible Central Bank will use this control field to indicate if the account can have a debit balance (including credit lines) or not. *No* – means account can have a debit balance (control field is not checked) *Yes* – means account is only credit based (control field is checked)
33	Contingency Account Number	-	The responsible Central Bank will enter the account number of the CM account in this field. The first 2 characters of the account number are always the country code of the responsible Central Bank.

Sub frame Liquidity Management

- During the day:

During the business day, liquidity can be transferred either from a Home Accounting Module account or a proprietary home account to the PM account and vice versa. The Internet based direct participant can only use ICM to transfer liquidity. To allow the user to benefit from the ICM functionality of a manual liquidity transfer from the PM account to an account in the Home Accounting Module (and vice versa) or a PHA (if the respective Central Bank supports this interface) the information about the respective account should be entered. If the participant does not hold an account in Home Accounting Module or PHA, this sub frame should not be filled.

- End of day:

Each Central Bank decides whether liquidity is kept overnight in the Payments Module (i.e. on PM accounts), or has to be transferred at the end of the day to the Home Accounting Module or to a Proprietary Home Account (see UDFS Book 1, chapter 2.3.3). In the event that the Central Bank has decided that the liquidity should remain on the Payments Module, this sub frame does not need to be filled in. Otherwise, this frame becomes mandatory and details of the account on the

Home Accounting Module or PHA (held at the same Central Bank), where the remaining balance of each PM account should be transferred at the end of the business day, must be specified[9]. Remote access participants without a Home Accounting Module account or a proprietary home account who are not allowed to keep their liquidity on their own PM account have to specify the PM account of another participant at the same hosting Central Bank as the destination for the retransfer of liquidity at the end of the business day.

If the PM account should be debited at the end of day information about the receiver BIC and account for liquidity removal at the end of the day is required.

	Field	Presence	Description
34	Receiver BIC for Liquidity Removal during the day	O	Entry text field to enter the Receiver BIC for Liquidity Removal during the day. • In case of "Home Accounting Module", BIC of Home Accounting Module account. • In case of "PHA", BIC of CB hosting the PHA (e.g. for the German PHA: MARKDEFFXXX)
35	Account for Liquidity Removal (field 58)	O	To be used only in case of "PHA". Entry text field with maximum 34 characters to enter the Account for Liquidity Removal during the day (Account identification in the PHA).
34b	Receiver BIC for Liquidity Removal end of day	C	This field is conditional depending on each Central Banks' decision regarding reserve holding. If the Central Bank has decided that the liquidity should remain on the Payments Module, this sub frame does not need to be filled in. Otherwise, this frame becomes mandatory. Entry text field to enter the Receiver BIC for Liquidity Removal end of day. • In case of "Home Accounting Module", BIC of Home Accounting Module account. • In case of "PHA", BIC of CB hosting the PHA. • In case of "RTGS", BIC of another direct participant (must be the same responsible Central Bank) This field is also mandatory in case the PM account should be debited at the end of day.
35b	Account for Liquidity Removal (field 58) – PHA	C	To be used only in case of "PHA". This field is conditional depending on each Central Banks' decision regarding reserve holding.

9 Please contact the Central Bank at the National Help desk to have the relevant information on the Central Bank option

	Field	Presence	Description
	only		Entry text field with maximum 34 characters to enter the Account for Liquidity Removal at the end of day. This field is also mandatory in case the PM account should be debited at the end of day and the liquidity shifted to an account in the PHA.

Sub Frame Billing Data

This sub frame of the main form allows the direct participant to provide information on the option chosen regarding the billing service.

	Field	Presence	Description
36	Billing option	M	Radio button for the choice of the Billing option: • Option A (default value) • Option B Please refer to User information guide to **TARGET2** pricing: http://www.ecb.europa.eu/pub/pdf/other/target2progressreport5-a2-target2pricingen.pdf
37	Billing Address	M	Entry text field with maximum 35 characters to enter the Address where the invoice is to be sent to. Up to 7 lines can be entered.

4.1.4. Frame Roles for certificates

This frame of the Main Form links the certificates issued to the Internet based participant with the one of two possible ICM roles.

Sub frame ICM access roles for certificates

The sub frame “ICM access roles for certificates” is mandatory because the SSP in static data should link individual certificates with available roles. The internet based participants can access to the Payments Module only via the ICM (Information and Control Module) (via user to application mode) therefore it is mandatory to properly assign roles to the certificates.

	Field	Presence	Description
41	Certificate number Role	M	This field is mandatory; at least the ICM role for one certificate should be assigned. The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: - LVMANAFE - LVMANATE. One certificate is mandatory, while it is possible to assign up to 5 certificates with ICM roles
42 – 45	Certificate number Role	O	Entry text field for the certificate number (optional). The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: • LVMANAFE • LVMANATE.

4.1.5. Frame ICM access for certificates

This section should be field in by Central Banks only.

	Field	Presence	Description
51	Certificate number Unique User ID	M	This field is mandatory; at least the certificate for ICM should be assigned. The Unique User ID is mandatory then the certificate number is entered. One certificate is mandatory, while it is possible to assign up to 5 certificates for ICM access
52 – 55	Certificate number Unique User ID	O	The Unique User ID is mandatory then the certificate number is entered.

4.2. Sub Forms

4.2.1. Sub-account for dedicated liquidity (Form no. I-1014)

For the settlement of an interfaced Ancillary System using AS standard settlement procedure 6, the settlement bank can "set aside" liquidity dedicated for the settlement of that specific AS. This is done by maintaining a specific RTGS sub-account. In the case of the integrated model where the settlement of the cash leg occurs within the AS itself, the relevant AS has to use a so-called mirror account (opened at the CB level) to collect the liquidity set aside by its settlement banks and to transfer it to the cash position within its own system. Therefore, this form will not be used by integrated AS.

The static data to create, delete or modify a sub-account can be entered in this form.

A sub-account has no BIC of its own but is related to the BIC of the “main” PM account to which it belongs, as indicated in the header of the form (Participant BIC). It is consequently identified by a unique account number.

A sub-account may **only** be used for the settlement of **one AS**. Therefore, this form must be completed for each sub-account that is required (a new reference should be provided on each form).

	Field	Presence	Description
11	AS BIC	M	Entry text field for the BIC-11 of the Ancillary System for the settlement of which the liquidity is set aside.
12	AS Name	O	Entry text field for the Name of the AS. Up to 35 characters are possible.
13	RTGS BIC	-	Same as BIC in the header
14	Name of sub-account	M	Entry text field for the (Sub) Account Name. Up to 35 characters are possible.
15	Account Number	M	Entry text field for the Sub-account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by respective CB in case of “new”*

4.2.2. Contact Items (Form no. I-1015)

This form enables the user to create a new contact item for the related entity or to update an existing contact item, by adding/deleting contact information. It is mandatory for each direct Payments Module participant to provide at least one contact item.

This form might be used several times in order to register more than one contact (a new reference should be provided on each form). It is not possible to have two different contacts for the same function.

This form consists in two frames:

- contact item
- contact information (up to 10)

4.2.2.1. Frame Contact Item

	Field	Presence	Description
11	Function Title	M	The combo box contains the following values: • CI Disturbance Co-ordinator • CI Liquidity Manager • CI Operational Manager • CI Project Manager • CI SWIFT Network • CI T2 Directory • CI T2 Head Manager • CI Test Manager • RM Administrator • SF Administrator
12	First Name	M	Entry text field for entering the first name of the related contact person. Up to 35 characters are possible
13	Last Name	M	Entry text field for entering the last name of the related contact person. Up to 35 characters are possible

4.2.2.2. Frame Contact Information

	Field	Presence	Description

	Field	Presence	Description
14	Contact type	M	This field should be used to identify the means of communication. The entry of more than one means is possible, therefore please use the different lines provided in the form. The value "address" can be used to identify an address of a contact person which is different from the address of the participant. The combo box contains the following values: • Phone • Fax • E-mail • Address • ZIP Code • City • Country It is possible to manage up to 10 different contact means.
15	Contact value	C	This field is mandatory if a contact type related to this field is selected. Then up to 35 characters are possible.

4.2.3. Direct Debit authorisations (Form no. I-1018)

The direct debit functionality is only available between direct participants in the Payments Module.

The direct participants have to agree the terms and conditions for allowing direct debits with the parties allowed to debit their accounts. TARGET2 offers only the general framework.

Using this form, the direct participant:

- authorises other(s) participant(s) (payees) to debit its account via a direct debit order.
- requests the relevant Central Bank to record the pre-agreements in the Static Data Module via Information and Control Module.

The following parameters are used in connection with the direct debit scheme:

Mandatory	Optional
Payee	Maximum amount per day (for all direct debits independent from the counterparty)
Account to be debited	Maximum amount per counterparty
Reference (filled by CB)	Maximum amount of any single payment per counterparty

The Payments Module ensures that the conditions mentioned above (if chosen) are met before processing a direct debit request.

This optional form consists of two different frames

- Direct Debits – general information
- Direct Debits – List of Direct Debit authorisations (7x)

4.2.3.1. Frame Direct Debits – General Information

	Field	Presence	Description
11	Maximum Amount of Direct Debits per day	O	Within this field the direct Payments Module participant can limit the use of the direct debit function by defining total sum of debits allowed by direct debits per day regardless of the issuer of direct debit orders (up to 18 characters are possible – e.g. 999.999.999.999,99)

4.2.3.2. Frame Direct Debits – List of Direct Debits

This frame allows the direct PM participant (payer) to define up to seven (7) arrangements for direct debits. These arrangements define the conditions (limits) under which the designated payee debits the participant's PM account (payer) by the mean of direct debit instructions (MT204).

	Field	Presence	Description
12	Payee	M	Entry field for the BIC-11 of the direct PM Participant (payee) which is allowed to issue direct debit instructions.
13	Name of the payee	M	Entry field for the name of the direct PM Participant which is allowed to debit the participant's account (payee).
14	Maximum Amount of Direct Debits per day is allowed	C	This option field caps the amount the counterpart is allowed to debit. The maximum could be the amount entered in field 11. If the participant would like to define a lower amount than in field 11 then the field 15 "Maximum Amount per Counterpart" should be used.
15	Maximum Amount per Counterpart	C	Depending on the participant's decision this field can be used to limit the amount for direct debits per counterpart and define the maximum amount authorised per counterpart in case of direct debit. If the checkbox 14 is checked then this option should not be used. This amount must be lower than or equal to the amount specified in field 11 - Maximum Amount of Direct Debits per day. This amount must be higher than or equal to the amount in field 16 - Maximum Amount per Payment.

	Field	Presence	Description
16	Maximum Amount per Payment	O	This field can be used to define the maximum amount for any single direct debit instruction sent by the counterpart. This amount must be lower than or equal to the amount specified in field 15 - Maximum Amount per Counterpart.
17	Reference of direct debit	M	This field is used by the Central Bank (in case of "new") to insert a reference for the Direct Debit agreement.

4.3. SSP form for optional modules

3.3.1. Co-Management Form (Form no. I-1102)

This Co-Management form should be completed if the account of the Home Accounting Module (HAM) account Holder should be co-managed by another participant (which must be a direct participant in the Payments Module of the Single Shared Platform). The Co-Manager of the Home Accounting Module account should already be indicated in the "SSP form for collection of Static Data - X100 Home Accounting Module". Therefore the present form should be used in connection with form no. X100.

Both parties confirm that they agree on the Co-management of the Home Accounting Module account mentioned in the frame "Home Accounting Module Account Holder" by the respective Co-Manager mentioned in frame Co-Manager for HAM Account".

3.3.1.1. Frame HAM Account Holder

	Field	Presence	Description
10	Home Accounting Module Participant BIC	M	To identify the Home Accounting Module Account Holder the Participant BIC has to be entered in this field
11	Name of the Home Accounting Module Participant	M	With reference to the Home Accounting Module Participant BIC the respective Home Accounting Module Participant Name has to be entered here.
12	Responsible CB	M	The responsible Central Bank of the (co-managed) Home Accounting Module account holder must be selected via the combo box

3.3.1.2. Frame Co-Manager of HAM account

	Field	Presence	Description
20	BIC of Co-Manager	M	To identify the Co-Manager of the Home Accounting Module Account the respective BIC has to be entered in this field.
21	Name of the Co-Manager	M	With reference to the Co-Manager BIC the name of the respective Co-Manager has to be entered here.
22	Responsible CB of Co-Manager	M	To identify the Co-Manager of the Home Accounting Module Account the responsible Central Bank has to be selected.

3.3.1. SSP form for Standing Facilities Module (Form no. I-1200)

With regard to Standing Facilities (SF), the choice to opt for this standardised Single Shared Platform module or to keep a proprietary one is left to each Central Bank. For further information please refer to UDFS book 2, chapter 12.3 User Guide for Standing Facilities (Module) (SF).

	Field	Presence	Description
10	Type of account for Settlement of SF operations	M	Only "RTGS" is permitted. *If the participant holds a HAM account and wants to use this account for the settlement of SF operations, then the form 5200 has to be used.*
11	Account Number for Overnight Deposit	-	Account number to identify the account which will be used for the overnight deposit and of the related interests. The overnight deposit function is also available for out countries. The entry is made by the responsible Central Bank in case of "new".
12	Account Number for Marginal Lending	-	Account number to identify the account which will be used for marginal lending. The marginal lending function is not available for out countries. The entry is made by the responsible Central Bank in case of "new".
13	Allowed for Standing Facilities in EMU	-	The checkbox is used by the responsible Central Bank. This attribute is related to the possibility for the applicant participant to use Standing facilities in EMU.

3.3.1. SSP form for Reserve Management Module (Form no. I-1300)

This SSP form enables the applicant participant to forward the relevant information required for Compulsory Reserve Management to its Central Bank. For further information please refer to UDFS book 2, chapter 12.2 User Guide for Reserve Management Module.

This form should be completed if the applicant participant is subject to minimum reserve requirements and if the responsible Central Bank has opted for the Reserve Management Module. The applicant participant subject to minimum reserve requirements has the following possibilities:

1. It can manage its minimum reserves **directly** on a PM account or Home Accounting Module account, or PHA account, In that case the participant is its own reserve maintainer and management of minimum reserve is "direct".

2. Or it can deposit its reserve requirements on another Home Accounting Module or Payments Module or PHA account of the same Central Bank and that is subject to minimum reserve requirements. In that case the participant is different from the reserve maintainer (BIC of Intermediary) and management of minimum reserve is "**indirect**".
3. Or it can manage its reserve requirements in a "pool of reserve" where reserve requirements are pooled among a group of participants (managed by the same CB). One of the participants in the group is designated as the group leader and it is its Home Accounting Module or Payments Module account on which interests and penalties for the whole pool will be settled. In that case for each participant of the group the reserve maintainer is the group leader (BIC of Monetary Financial Institution – MFI – Leader). The management of minimum reserves is then "**pool**".
4. Or it can manage its reserve requirements '**local',** using proprietary means.
5. Or it can be not a subject for reserve requirements – '**no'.**

	Field	Presence	Description
10	Management of Minimum Reserve	M	Using the combo box the applicant participant selects the respective entry which describes how the participant manages its reserve requirements. The values are • Direct • Indirect • Pool • Local • No
11	Source of Minimum Reserve	M	Using the combo box the applicant participant should indicate the source of minimum reserve. The values are: • RTGS • HAM • PHA
12	BIC of Intermediary	C	This field is mandatory if management of minimum reserve (10) is "indirect". It indicates the BIC of the reserve maintainer, e.g. of the participant or PHA account maintaining reserves for the participant described in the current record.
13	BIC of MFI Leader	C	This field is mandatory if management of minimum reserve (10) is "pool". It indicates the BIC of the respective MFI Leader.

5. Description of SSP forms for indirect participants

The Single Shared Platform offers indirect access to TARGET2, meaning indirect participation in the Payments Module. An indirect participant submits payments to/receives payments from the system exclusively via a direct participant. The booking is done on the PM account of the direct participant. The relevant direct participant also manages the liquidity for each of its indirect participants, and accepts to represent the respective indirect participants. In this context the direct participant is responsible for the collection of static data concerning its indirect participants. The data must be forwarded by the direct participant to its responsible Central Bank.

Besides indirect participation in the Payments Module and provided that the Central Banks has opted for the respective optional modules, the applicant participant may apply for an account in the Home Accounting Module or to use other optional modules (RM, SF). In that case the applicant participant itself is responsible for completing the necessary registration and forwarding it to its responsible Central Bank (meaning the Central Bank in the country of the indirect participant which has opted for those optional modules).

For further information on indirect participation please see UDFS book 1, chapter 2.1 participation and access to TARGET2.

5.1. Main Form for indirect participant (Form no. 4000)

The Main Form provides general information on the indirect Participant to be registered or updated. It consists of two frames, both are mandatory:

- frame: Related Direct Participant
- frame: Indirect Participant

Frame Related Direct Participant

Within this sub frame, the applicant indirect participant indicates the direct participant which will provide the service.

	Field	Presence	Description
11	Name of direct Participant (1st line)	M	Entry text field for the name of the direct participant Only 35 characters are possible (35x)
11	Name of direct Participant (2nd line)	O	Entry text field for the name of the direct participant Only 35 characters are possible (35x)
11	Name of direct Participant (3rd line)	O	Entry text field for the name of the direct participant Only 35 characters are possible (35x)
11	BIC of direct participant	M	Entry text field for the BIC of the direct Participant
12	Legal Entity BIC of direct participant	M	Entry text field for the Legal Entity BIC of the related direct participant for identification purpose

Frame Indirect Participant

This Frame consists of two sub frames:

- Legal Entity
- Administrative data

Sub frame Legal Entity

	Field	Presence	Description
21	Legal Entity BIC	M	If the indirect participant is related to a Legal Entity which differs from the Legal Entity (correspondent or customer) of the direct participant, then it is mandatory to indicate the Legal Entity BIC using this field
22	Name of Legal Entity (1st line)	M	Entry text field for the name of the Legal Entity Up to 35 characters are possible (35x)
22	Name of Legal Entity (2nd line)	O	Entry text field for the name of the Legal Entity Up to 35 characters are possible (35x)
22	Name of Legal Entity (3rd line)	O	Entry text field for the name of the Legal Entity Up to 35 characters are possible (35x)

	Field	Presence	Description
23	City	O	Entry text field for the city of the Legal Entity Up to 35 characters are possible (35x)

Sub frame Administrative data

Within this sub frame the direct participant indicates full name and address of the indirect participant which it wants to be registered and provides information required for the TARGET2 directory.

	Field	Presence	Description
24	Name of Indirect Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
24	Name of Indirect Participant(2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
24	Name of Indirect Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
25	Account Holder BIC	M	Entry text field for the Account Holder BIC of the participant The Account Holder BIC and the Participant BIC of the related direct participant entered in field 12 must be the same for Production.
25b	BIC Addressee	M	The Addressee BIC-11 of the related direct participant must be entered in this field. It defines the BIC through which the direct participant sends and receives payment messages.
26	Participant Type	M	This field displays the participant type which can only have the value: • Credit institution for the indirect participant.
26b	Type of Participation	M	This field displays the type of RTGS participation which can only be ”indirect” in this form.
27	BIC published	M	Control field which identifies if the mentioned Participant BIC should be published in the TARGET2 Directory or not. • Participant BIC should not be published – control field should not checked • Participant BIC should be the published – control field should checked
28	Institutional Sector Code	M	Combo box for the Institutional Sector Code applicable to the indirect participant For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank.

	Field	Presence	Description
28b	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

5.2. Sub form Addressable BIC – Branch of indirect participant - (Form no. 4013)

For general information to the wildcard rule functionality please refer to chapter 3.2.2 Wildcard Rules related to direct participants.

The wildcard rules set, groups the different wildcard rule lines as a single item. From a static data point of view wildcard rule lines are not managed individually but only as a whole. Therefore the modification of a wildcard rule line is considered as a modification of the whole wildcard rule set.

For each wildcard inclusion rule a wildcard participation type must be defined in order to distinguish the different participation situations implemented by wildcard. The only wildcard rule type available for an indirect participant is:

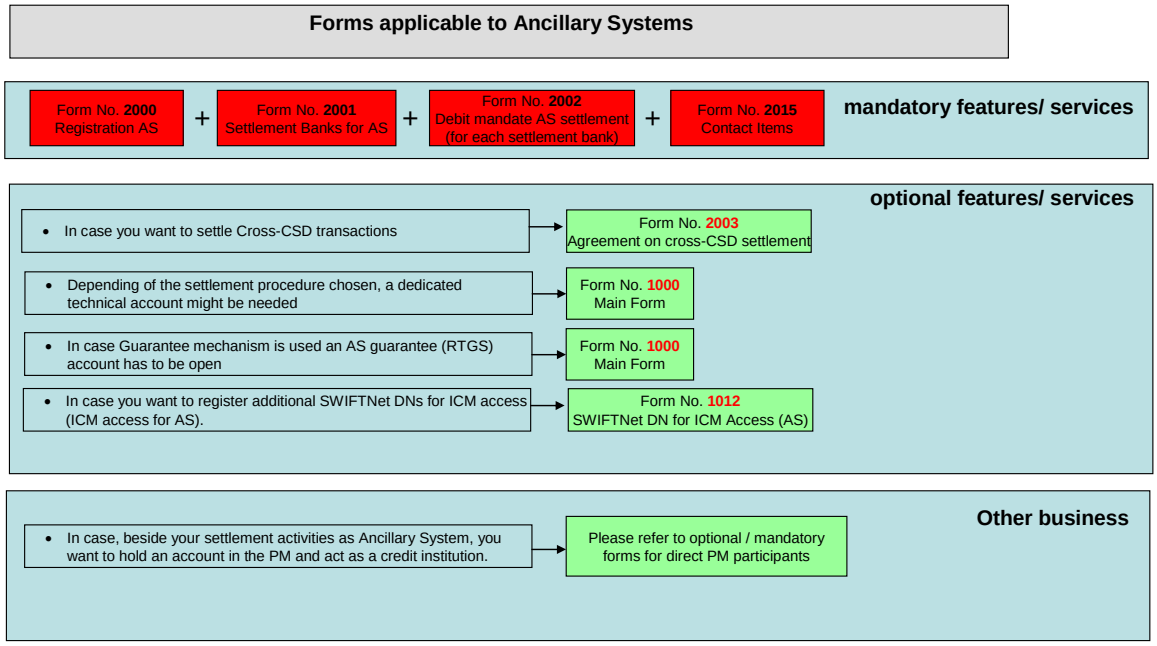
- 07- Addressable BIC – Branch of indirect participant

11	Field	Presence	Description
12	Modify to	O	For **modification** of static data the checkbox in front of the wildcard rule should identify the respective entry and the change which should be made by the responsible Central Bank.
13	BIC	M	Entry field for the BIC (only format check (4!a) is to be done on the BIC) and a wildcard "*" character (replacement of any number of characters) This is the template used to determine the BICs to be included/excluded by the wildcard rule. Please note that the wildcard character is only possible at the characters 5 and 7 till 11 and must always be at the end of the wildcard template. It is also possible to have no wildcard character in the template. In that case the wildcard rule will apply to that BIC-11 only.
14	Participant Type	C	The content of this field will be entered via a combo box with the following values: - 07 – addressable BIC – branch of indirect participant The field "Participation Type" - must be blank (or filled with "select one entry") when Type is **exclusion**

11	Field	Presence	Description
			- must not blank (or filled with “select one entry”) when Type is **inclusion**
15	Type	M	This field identifies whether the type of the wildcard rule is **Inclusion** or **Exclusion**. Please note that in case of **Exclusion** - the field “Participant Type” must be blank and in case of **Inclusion** - the field “Participation Type” must not be blank

PART B – Description of SSP forms related to Ancillary Systems

6. Description of the SSP forms for Ancillary Systems


Forms applicable to Ancillary Systems
Form No. 2000 Registration AS
+
Form No. 2001 Settlement Banks for AS
+
Form No. 2002 Debit mandate AS settlement (for each settlement bank)
+
Form No. 2015 Contact Items
mandatory features/ services
optional features/ services
In case you want to settle Cross-CSD transactions
Form No. 2003 Agreement on cross-CSD settlement
Depending of the settlement procedure chosen, a dedicated technical account might be needed
Form No. 1000 Main Form
In case Guarantee mechanism is used an AS guarantee (RTGS) account has to be open
Form No. 1000 Main Form
In case you want to register additional SWIFTNet DNs for ICM access (ICM access for AS).
Form No. 1012 SWIFTNet DN for ICM Access (AS)
Other business
In case, beside your settlement activities as Ancillary System, you want to hold an account in the PM and act as a credit institution.
Please refer to optional / mandatory forms for direct PM participants

6.1. Main form for Ancillary System (Form no. 2000)

This form provides general information on the Ancillary System to be registered or updated.

This form consists of 4 frames:

- General Data for Ancillary Systems
- Ancillary System Data
- SWIFTNet DN for Receiving files from ASI (push mode)
- Standard Settlement procedures

Frame General Data for Ancillary System

This frame is mandatory.

Within this frame, the applicant indicates the full name and address of the Ancillary System.

	Field	Presence	Description
10	Name of Ancillary System (1st line)	M	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
10	Name of Ancillary System (2nd line)	O	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
10	Name of Ancillary System (3rd line)	O	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
11	Street	O	Entry text field for the street of the Ancillary System
12	City	O	Entry text field for the city of the Ancillary System
13	Country	O	Entry text field for the country of the Ancillary System

Frame Ancillary System Data

This frame is mandatory.

Within this frame, the applicant indicates the specific data for the Ancillary System.

	Field	Presence	Description
20	Ancillary System Type	M	Using the combo box the applicant should select the type of Ancillary System. The following values are possible: • Clearing House • Collateral Management System • Foreign Exchange System • Large Value Payment System • Money Market System • Retail Payment System • Securities Settlement System – integrated model • Securities Settlement System – interfaced model
21	Size of the Ancillary System	M	Gross Value in EURO Million/Day

	Field	Presence	Description
22	CCBM2 use	O	Using the combo box the applicant should select: • Yes • No
23	Permission to increase credit lines	-	If the checkbox is crossed, it means the Ancillary System is allowed to increase the credit line of settlement banks of its responsible CB. If the checkbox is not crossed, the Ancillary System is not allowed to do so. This field is filled by the responsible Central Bank.
24	Billing Option	M	Radio button for the choice of the Billing option: • Option A • Option B Please refer to User information guide to **TARGET2** pricing: http://www.ecb.europa.eu/pub/pdf/other/target2progressreport5-a2-target2pricingen.pdf
25	Billing Address	M	Entry text field with maximum 35 characters to enter the Address where the invoice is to be sent to. Up to 7 lines can be entered.
26	PM account used for Billing	O	Account number of the PM account used for Billing

Frame SWIFTNet DN for receiving files in push mode from ASI

XML notifications from the ASI will be delivered to this DN address (see UDFS book 4).

	Field	Presence	Description
30	SWIFT Net Service for receiving files from ASI	C	Entry text field for SWIFT Net Service at which the AS is registered for receiving files in push mode. Because the ASI will use the papss service the standard entry should be: • **trgt.sfpapss** (for production) • **trgt.sfpapss!p** (for test environment)
31	Packed File Delivery	M	Control field to indicate option for packed or unpacked delivery of Single Shared Platform SWIFT Net messages to the AS: • packed delivery of SWIFTNet messages – control field should checked • unpacked delivery of SWIFTNet messages – control field should not be checked
32	O=SWIFT	-	Displays the root level
32b	O=	M	Entry text field for the BIC-8 of the DN (organisation level) is

	Field	Presence	Description
			mandatory
33-33h	Subsequent levels of the DN	O	By the mean of a combo box the user can choose the type of (optional) level to be added to the DN tree: • OU= (**Organisational Unit)** • CN= (**Common Name** for user/application level**)** Entry text field. A maximum of 8 **Organisational unit/common name** levels is permitted (using text fields 23 to 23h for that purpose). These are strings of between 2 and 20 characters (lowercase, alphanumeric)

Frame Standard Settlement Procedures

This frame should not be filled if the Ancillary System will not use the Ancillary System Interface.

The Ancillary System uses either the PM accounts of its settlement banks or dedicated accounts (sub – accounts) if using settlement procedure 6. It is worth mentioning that a settlement bank's PM account can be used to settle from none to many Ancillary Systems whereas a sub-account can be used to settle only one (interfaced) Ancillary System using settlement procedure 6. These transactions are only possible if the participant owing the PM account and sub-account(s) is designated as *settlement bank* of the related AS (see chapter 5.2 Settlement Banks for Ancillary Systems - SSP form no. 2001, and chapter 5.3 Debit mandate for AS settlement – SSP form no. 2002).

To settle in TARGET2 through the ASI, an Ancillary System may use any combination of settlement procedures. For some settlement procedures a specific account may be needed to enable the settlement of operations via the ASI.

Specific ASI Accounts are PM accounts with the following properties:

- **AS Technical account**: This kind of account is for use in procedures 2, 3, 4, 5 and 6 interfaced. A technical account can be used in more than one of the above settlement procedures for an Ancillary System, except for procedures 4 and 5 where it must be dedicated to this procedure only. These accounts are always owned by the Ancillary System. Technical accounts can only be used for the settlement of Ancillary System operations and are not published in the TARGET2 directory. **If a technical account is required, form No 1000 "Main form for direct participant" needs to be filled in, in order to allow the technical set-up of the account in the Single Shared Platform.**

- **AS Mirror account**: This kind of account is mandatory for procedure 1 and 6 integrated and can also be used in procedure 3 and 6 interfaced. If it is used for settlement procedure 6 interfaced, it is referred to as an "auto-collateral mirror account". These accounts are always owned by the Central Bank responsible for the Ancillary System. Nevertheless an Ancillary System can use these accounts and can manage them (e.g. it has access to all services attached to an account such as reception of acknowledgements, use of related Information and Control Module screens etc.) even if the owner is a Central Bank. Mirror accounts can also be used instead of technical accounts for procedure 3 if a Central Bank/Ancillary System does not wish to have several accounts. However a segregation of accounts for different usage is recommended. The BIC of a mirror account needs to be in the Payments Module CUG as payments can be directly addressed through the Payments Module Y-copy to this account.
- **AS Guarantee account**: this kind of account is used only in procedure 4 and 5 for the purpose of the optional guarantee mechanism. This account is owned either by the Ancillary System, the CB or "the guarantor" (the guarantor has to be a direct participant). **If a guarantee account is required, a form No 1000 "Main form for direct participant" needs to be completed by the guarantor, in order to allow the technical set-up of the account in the Single Shared Platform.**

In case of an Ancillary System willing to act as a direct participant, it has to fill in the SSP form no. 1000 "Main form for direct participants" in order to set up technically a participant with a normal PM account as any other direct participant.

	Field	Presence	Description
41	Procedure 1 – Liquidity Transfer	O	Checkbox to indicate whether the Ancillary System will use this procedure or not: • The AS will use this procedure – control field should be checked • The AS will not use this procedure – control field should not be checked
42	Mirror Account BIC	C	Mandatory if the AS is using this procedure. The BIC is the BIC of the Mirror Account. The owner can only be the responsible Central Bank. If you do not know what to fill in, please contact the service desk of your responsible Central Bank.
43	Procedure 2 – Realtime Settlement	O	Checkbox to indicate whether the Ancillary System will use this procedure or not.
44	Account BIC	O	It is optional for procedure 2. If it is filled in, it must be with the BIC identifying the AS technical

	Field	Presence	Description
			account. Technical accounts are always owned by the Ancillary System. The AS has to fill a form no. 1000 "Main form for direct participant" for the technical set-up of this account in the Payments Module.
45	Procedure 3 – Bilateral Settlement	O	Checkbox to indicate whether the Ancillary System will use this procedure or not
46	Account BIC	O	It is optional for procedure 3. If it is filled in, it must be with the BIC identifying the AS technical/mirror account. Technical accounts are always owned by the Ancillary System. The AS has to fill a form no. 1000 "Main form for direct participant" for the technical set-up of this account in the Payments Module.
46b	Notification used	C	It is mandatory for procedure 3. Using the combo box the applicant can select the type of Notification to be used for the procedure 3. The following values are possible: • Global Notification • Single Notification If not selected the default value Global Notification is used.
47	Procedure 4 – Standard Multilateral Settlement	O	Checkbox to indicate whether the Ancillary System will use this procedure or not
47b	Settlement of Bilateral Balances	C	If the selected procedure is used for the settlement of bilateral balances, the checkbox must be marked
48	Technical Account BIC	C	Mandatory if the AS is using this procedure. It must be a dedicated technical account. Technical accounts are always owned by the Ancillary System. The AS has to fill a form No 1000 "Main form for direct participant" " for the technical set-up of this account in the Payments Module.
49	Guarantee Account BIC	O	The guarantee mechanism is optional. If it is used an AS Guarantee Account has to be opened. This field should be filled in with the BIC of the AS Guarantee account The owner (guarantor) can be • the Ancillary System • the responsible Central Bank of the Ancillary System • a Credit Institution (direct participant) In any event, the "guarantor" has to complete the form no. 1000 "Main form for direct participants" for the technical set-up of this account in the Payments Module.
50	Procedure 5 – Simultaneous	O	Checkbox to indicate whether the Ancillary System will use this procedure or not

	Field	Presence	Description
	Multilateral Settlement		
50b	Settlement of Bilateral Balances	C	If the selected procedure is used for the settlement of bilateral balances, the checkbox must be marked
51	Technical Account BIC	C	Mandatory if the AS is using this procedure. It must be a dedicated technical account. Technical accounts are always owned by the Ancillary System. The AS has to fill a form no. 1000 "Main form for direct participant" " for the technical set-up of this account in the Payments Module.
52	Guarantee Account BIC	O	The guarantee mechanism is optional. If it is used an AS Guarantee Account has to be opened. This field should be filled with the BIC of the AS Guarantee account The owner (guarantor) can be • the Ancillary System • the responsible Central Bank of the Ancillary System • a Credit Institution (direct participant) In any case, the "guarantor" has to complete the form no. 1000 "Main form for direct participants" " for the technical set-up of this account in the Payments Module.
53	Procedure 6 – integrated – Settlement on dedicated liquidity Accounts	O	Checkbox to indicate whether the Ancillary System will use this procedure or not
53b	Settlement of Bilateral Balances	C	If the selected procedure is used for the settlement of bilateral balances, the checkbox must be marked
54	Account BIC	C	Mandatory if the AS is using this procedure. The BIC is the BIC of the participant holding the Mirror Account. This can only be the responsible Central Bank. If you do not know which BIC to fill in, please contact the service desk of your responsible Central Bank.
55	Procedure 6 – interfaced – Settlement on dedicated liquidity Accounts	O	Checkbox to indicate whether the Ancillary System will use this procedure or not
55b	Settlement of Bilateral Balances	C	If the selected procedure is used for the settlement of bilateral balances, the checkbox must be marked
56	Account BIC	O	It is optional for procedure 6. If it is filled in, it has to be the BIC identifying the AS technical account. Technical accounts are always owned by the Ancillary

	Field	Presence	Description
			System. The AS has to fill a form no. 1000 "Main form for direct participant" " for the technical set-up of this account in the Payments Module.
57	Auto collateral Mirror Account BIC	O	The BIC is the BIC of the participant holding the Mirror Account. This can only be the responsible Central Bank. If you do not know which BIC to fill in, please contact the service desk of your responsible Central Bank.
58	Notify about transfer of liquidity during the cycle	O	It is optional for procedure 6. If the notifications about transfer of liquidity during the cycle are needed, the checkbox must be marked.

6.2. Ancillary System's Settlement Banks (Form no. 2001)

Direct participants taking part of the settlement of the Ancillary System are the "settlement banks" of this Ancillary System. Depending on the settlement procedures, the Ancillary System uses either the PM accounts of its settlement Banks or dedicated sub-accounts, or both.

If the Ancillary System will use sub-accounts, the Settlement banks of the Ancillary System have to complete a form no. 1014 to request the registration of this special type of account.

To assign a list of settlement banks' BICs to the Ancillary System this form has to be completed by the Ancillary System. A list of settlement banks is assigned to an Ancillary System as a whole. In other terms, it is not possible to have a specific list for each settlement procedure used by the AS.

In addition, if this form is for a new registration, a separate agreement has to be signed by both parties involved, namely the Ancillary System and each settlement bank. Therefore SSP form no. 2002 "Debit mandate for AS settlement" is mandatory in case of a new assignment.

The form consists of two frames, both of them are mandatory:

- Frame General Data
- Frame List of Settlement Banks

Frame General Data

	Field	Presence	Description

	Field	Presence	Description
10	Name of Ancillary System (1st line)	M	Entry text field for the name of the Ancillary System Only 35 characters are possible (35x)
10	Name of Ancillary System (2nd line)	O	Entry text field for the name of the Ancillary System Only 35 characters are possible (35x)
10	Name of Ancillary System (3rd line)	O	Entry text field for the name of the Ancillary System Only 35 characters are possible (35x)
11	Ancillary System Type	M	Using the combo box the applicant should select the type of Ancillary System. The following values are possible: • Retail Payment System, • Large Value Payment System • Foreign Exchange System • Money Market System • Clearing House • Securities Settlement System – integrated model • Securities Settlement System – interfaced model

Frame List of Settlement Banks

	Field	Presence	Description
12	Settlement Bank BIC	M	Entry Text field for the BIC of the direct Payments Module participant which would like to be a settlement bank in the Ancillary System.
13	Reference of related Mandate	M	A separate agreement between both parties is necessary. This field should contain the reference of the related form no. 2002. The reference field is in the header of each SSP form.

6.3. Debit mandate for AS settlement (Form no. 2002)

In order to assign settlement banks to the Ancillary System this form is necessary to collect the agreements and signature from each settlement bank. This form is complementary to the form no. 2001 filled by the Ancillary System.

- Frame Settlement Bank
- Frame Ancillary System

Frame Settlement Bank

	Field	Presence	Description
10	Participant BIC	M	Entry Text field for the BIC of the direct Payments Module participant which would like to be a settlement bank of the Ancillary System.
11	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
11	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
11	Name of Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
12	Responsible Central Bank	M	Combo box containing the Country Codes of the related responsible Central Bank

Frame Ancillary System

	Field	Presence	Description
20	Ancillary System BIC	M	Entry text field for the BIC of Ancillary System
21	Name of Ancillary System (1st line)	M	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
21	Name of Ancillary System (2nd line)	O	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
21	Name of Ancillary System (3rd line)	O	Entry text field for the name of the Ancillary System Up to 35 characters are possible (35x)
22	Responsible Central Bank	M	Combo box containing the Country Code of the related responsible Central Bank.

6.4. Application on Cross-CSD settlement (Form no. 2003)

This application form should be used by both Ancillary Systems involved in the settlement of cross-CSD transactions via the Ancillary System Interface, namely the Ancillary System1 and the Ancillary System2 (Cross-CSD). This form should be signed by both Ancillary Systems and issued in two executed copies each of which shall be used vis-à-vis its respective Responsible Central Bank.

Frame Ancillary System 1

	Field	Presence	Description
10	Ancillary System BIC	M	Entry text field for the BIC of Ancillary System 1
11	Name of Participant (1st line)	M	Entry text field for the name of the Ancillary System 1 Up to 35 characters are possible (35x)
11	Name of Participant (2nd line)	O	Entry text field for the name of the Ancillary System 1 Up to 35 characters are possible (35x)
11	Name of Participant (3rd line)	O	Entry text field for the name of the Ancillary System 1 Up to 35 characters are possible (35x)
12	Responsible Central Bank	M	Combo box containing the Country Codes of the related responsible Central Bank

Frame Ancillary System 2

	Field	Presence	Description
20	Ancillary System BIC	M	Entry text field for the BIC of Ancillary System 2
21	Name of Ancillary System (1st line)	M	Entry text field for the name of the Ancillary System 2 Up to 35 characters are possible (35x)
21	Name of Ancillary System (2nd line)	O	Entry text field for the name of the Ancillary System 2 Up to 35 characters are possible (35x)
21	Name of Ancillary System (3rd line)	O	Entry text field for the name of the Ancillary System 2 Up to 35 characters are possible (35x)
22	Responsible Central Bank	M	Combo box containing the Country Code of the related responsible Central Bank.

6.5. Contact details (Form no. 2015)

This form enables the user to create a new contact item for the related entity or to update an existing contact item, by adding/deleting contact information. It is mandatory for each type of participant to provide at least one contact item.

This form might be used several times in order to register more than one contact (a new reference should be provided on each form). It is not possible to have two different contacts for the same function.

This form consists in two frames:

- contact item
- contact information (up to 10)

Frame Contact Item

	Field	Presence	Description
11	Function Title	M	The combo box contains the following values: • AS Manager • CI Disturbance Co-ordinator • CI Liquidity Manager • CI Operational Manager • CI Project Manager • CI SWIFT Network • CI T2 Directory • CI T2 Head Manager • CI Test Manager
12	First Name	M	Entry text field for entering the first name of the related contact person. Up to 35 characters are possible
13	Last Name	M	Entry text field for entering the last name of the related contact person. Up to 35 characters are possible

Frame Contact Information

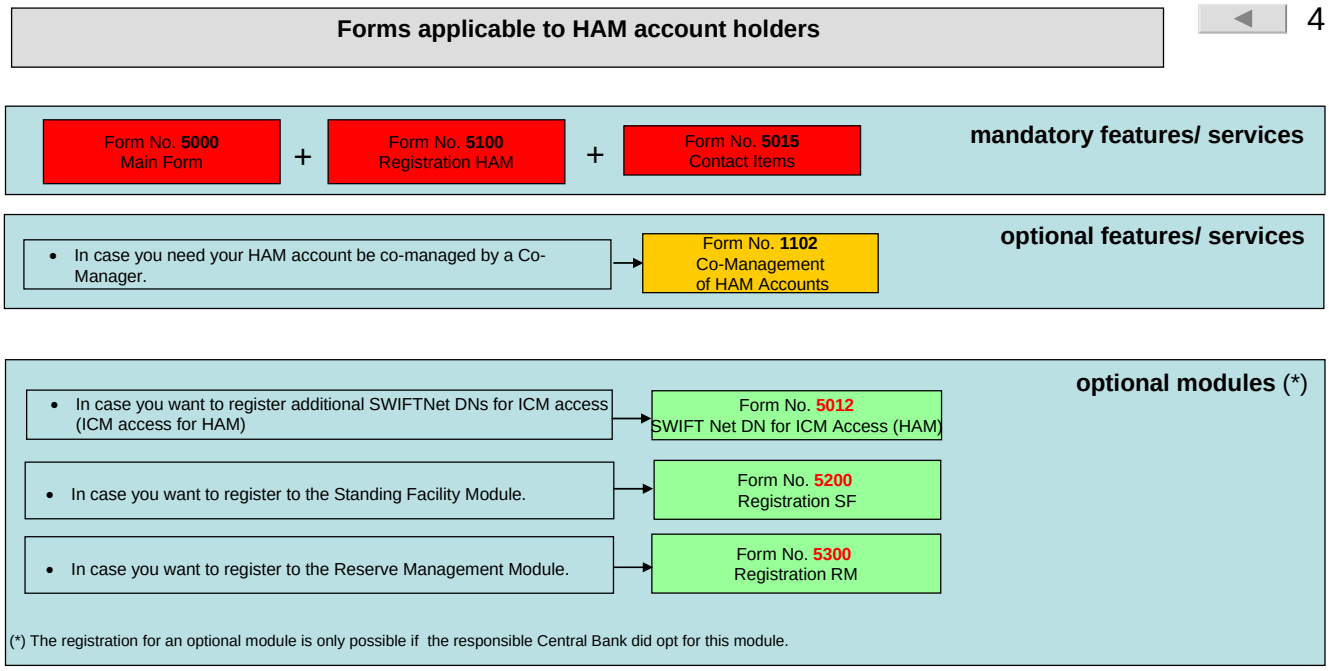
	Field	Presence	Description
14	Contact type	M	This field should be used to identify the means of communication. The entry of more than one means is possible, therefore please use the different lines provided in the form. The value “address” can be used to identify an address of a contact person which is different from the address of the participant. The combo box contains the following values: • Phone • Fax • E-mail • Address • ZIP Code • City • Country It is possible to manage up to 10 different contact means.
15	Contact value	C	This field is mandatory if a contact type related to this field is selected. Then up to 35 characters are possible.

PART C – Description of SSP forms for HAM Account Holders

7. Overview

As it is mentioned in TARGET2 UDFS Book2 chapter 12.1 (User Guide for Home Accounting Module) the Home Accounting Module manages accounts that can be held by two different kinds of users:

- Home Accounting Module account holders: Banks and other entities, according to the rules defined by the responsible Central Bank
- CB customer's account holders: CB customers (correspondent and others) not allowed to open accounts in the Payments Module[10]


Forms applicable to HAM account holders
4
Form No. 5000
Main Form
+
Form No. 5100
Registration HAM
+
Form No. 5015
Contact Items
mandatory features/ services
In case you need your HAM account be co-managed by a Co-Manager.
Form No. 1102
Co-Management
of HAM Accounts
optional features/ services
In case you want to register additional SWIFTNet DNs for ICM access (ICM access for HAM)
Form No. 5012
SWIFT Net DN for ICM Access (HAM)
In case you want to register to the Standing Facility Module.
Form No. 5200
Registration SF
In case you want to register to the Reserve Management Module.
Form No. 5300
Registration RM
optional modules (*)
(*) The registration for an optional module is only possible if the responsible Central Bank did opt for this module.

[10] according to the TARGET Guideline

7. Description of SSP forms for HAM Account Holders

This set of forms has been designed for the participants which an account is HAM is necessary (e.g. for compulsory reserve, cash operations) regardless of their type of participation in the Payments Module (direct, indirect or none).

7.1. Main Form (Form no. 5000)

7.1.1. Frame Legal Entity

The registration of a HAM account in the Single Shared Platform always requires the definition of a Legal Entity in the static data.

The legal entity is managed by the Central Bank as selected in the header of the form. All participants belonging to the same legal entity (at least one participant) are therefore managed by the same Central Bank. In case this participant is registered as direct or indirect participant in PM, a Legal Entity may already exist.

Filling this frame is **mandatory** when registering a new participation as HAM Account Holder.

	Field	Presence[11]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC must be part of the BIC Directory
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity

[11] M=Mandatory, O=Optional, C=Conditional

	Field	Presence[11]	Description
			Up to 35 characters are possible (35x)

7.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the HAM Account Holder to be registered or updated.

Sub frame Administrative data

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	Participant Type	-	This field displays the participant type which can only be the value: • Credit institution for the Home Accounting Module account holder.
22b	Type of Participation	M	This field displays the type of participation of the related participant in the Payments Module: • Direct PM participant • Indirect PM participant • No participation (HAM only) *If the participant is created only for Reserve Management purposes without an account in HAM, please leave it blank.*
23	Institutional Sector Code	M	Combo box for the Institutional Sector Code. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank.
23b	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

7.1.3. Sub frame SWIFTNet DN for ICM access

The sub frame "SWIFTNet DN for ICM access" is needed to get access to the information related to his Home Accounting Module account in the Information and Control Module, and to SFM and RMM related information if the responsible Central Bank has opted for these modules. This sub-frame is optional.

For further information:

- on the DN structure please see chapter 3.1.5 Frame Distinguished Names related to direct participation
- on the Information and Control Module access for Home Accounting Module please see Information and Control Module User Handbook 1, chapter 2.2 Information and Control Module access to Home Accounting Module

	Field	Presence	Description
31	Actor Type	-	Using the combo box the user can select the actor type according the value: • Participant
32	O=SWIFT	-	Displays the root level
32b	O=	M	This text field for the (live) BIC-8 of the DN (organisation level) is mandatory.
33	OU=	O	Entry text field for the organisational unit level (optional) At least one entry is mandatory (33). More than one entry is possible (33b-33h).

7.2. Sub Forms

7.2.1. SWIFTNet DN for ICM Access (Form no. 5012)

A user should fill in this SSP form, whenever an additional SWIFTNet DN registration for Information and Control Module access is necessary. This will allow the user to grant access to the ICM for another entity identified by another DN address, possibly with different RBAC roles and/or for 4-eyes validation purposes.

The user is able to forward as many sub forms (no. 5012) as deemed necessary.

	Field	Presence	Description
31	Actor Type	-	Using the combo box the user can select the actor type according the value: • Participant
32	O=SWIFT	-	Displays the root level
32b	O=	M	This text field for the (live) BIC-8 of the DN (organisation level) is mandatory.
33	OU=	O	Entry text field for the organisational unit level (optional) More than one entry is possible (33b-33h).

7.2.2. Contact details for Home Account Holders (Form no. 5015)

This form enables the user to create a new contact item for the related entity or to update an existing contact item, by adding/deleting contact information. It is mandatory for each participant to provide at least one contact item.

This form might be used several times in order to register more than one contact (a new reference should be provided on each form). It is not possible to have two different contacts for the same function.

This form consists in two frames:

- contact item
- contact information (up to 10)

7.2.2.1. Frame Contact Item

	Field	Presence	Description
11	Function Title	M	The combo box contains the following values: • CI Disturbance Co-ordinator • CI Liquidity Manager • CI Operational Manager • CI Project Manager • CI SWIFT Network • CI T2 Directory • CI T2 Head Manager • CI Test Manager • HAM Administrator • RM Administrator • SF Administrator
12	First Name	M	Entry text field for entering the first name of the related contact person. Up to 35 characters are possible
13	Last Name	M	Entry text field for entering the last name of the related contact person. Up to 35 characters are possible

7.2.2.2. Frame Contact Information

	Field	Presence	Description
14	Contact type	M	This field should be used to identify the means of communication. The entry of more than one means is possible, therefore please use the different lines provided in the form. The value “address” can be used to identify an address of a contact person which is different from the address of the participant. The combo box contains the following values: • Phone • Fax • E-mail • Address • ZIP Code • City • Country It is possible to manage up to 10 different contact means.
15	Contact value	C	This field is mandatory if a contact type related to this field is selected. Then up to 35 characters are possible.

7.2.3. Static data for Home Accounting Module (Form no. 5100)

Provided that the responsible Central Bank has decided to use this optional Module the HAM Account Holder has the possibility to forward the SSP forms related to Home Accounting Module which are described in the following chapters. For further information on operations that can be settled via a Home Accounting Module account, please contact your National Central Bank or consult its Country Profile (CP) on the TARGET2 website.

The HAM Account Holder should use this SSP form to request the opening (modifying, deleting) of a HAM account.

The SSP form consists of two frames and two sub frames

- Frame Static data for Home Accounting Module
  - Sub frame HAM Account
  - Optional Message Types
- Frame Co-Managed HAM account

Frame Static for Home Accounting Module

Sub frame HAM Account

	Field	Presence	Description
11	Account Number	M	Entry text field for the Home Accounting Module account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by CB if "new".*
12	Account Type	M	"Normal Home Accounting Module account" is the only possible value in this field.

Sub frame Optional Message Types

	Field	Presence	Description
13	Advice for Debits on HAM Account (MT 900)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for debits on Home Accounting Module account (MT 900) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means

	Field	Presence	Description
			"No".
14	Advice for Credits on HAM Accounts (MT910)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for credits on Home Accounting Module account (MT 910) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
15	MT 202 in case of Liquidity Transfer	O	The applicant Home Accounting Module participant can decide whether to receive a Home Accounting Module Notification in case of liquidity transfer or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
16	Balance Report	O	Balance Report is optional. If the checkbox is unchecked it means "no balance report required". If Balance report is checked, the Combo box to indicate option for balance report on the PM account can be used with one of the following values: - MT 940 - MT 950
17	BIC used for notification	O	This optional field can be used to identify the BIC used for Home Accounting Module notifications (MT900, MT910, MT202) and balance statements (MT940 or MT950). In general it should be the BIC as defined in the field 10. However it could be a different BIC (for example, in case Account BIC in field 10 is not a SWIFT BIC).

Frame Co-Managed HAM Account

If the HAM account will be co-managed by another direct participant acting as Co-Manager

- this frame must be filled
- and in addition the form "1102 Co-Management form" has to be filled,

otherwise this frame is optional.

	Field	Presence	Description
20	Co-managed HAM account	O	The applicant Home Accounting Module participant confirms his intention to use the co-management functionality using this checkbox.
21	BIC of the co-manager	C	Entry text field. To be filled with the BIC-11 of the co-manager
22	Responsible CB of	C	Using this combo box the Home Accounting Module participant can select the country code of the responsible Central Bank for the

	Field	Presence	Description
	the co-manager		co-manager.

7.2.4. SSP form for Standing Facilities (Form no. 5200)

The choice to opt for the standardised Standing Facilities (SF) Single Shared Platform module or to keep a proprietary one is left to each Central Bank. For further information please refer to UDFS book 2, chapter 12.3 User Guide for Standing Facilities (Module) (SF).

	Field	Presence	Description
10	Type of account for Settlement of SF operations	M	For a Home Accounting Module participant the type of account to be used for the settlement of SF operations can only be a HAM account. *If SF operations are to be settled on the PM account, then the form no. 1200 has to be used.*
11	Account Number for Overnight Deposit	-	Account number to identify the account which will be used for overnight deposits and related interest payments. The overnight deposit function is available also for out countries. The entry is made by the responsible Central Bank in case of "new".
12	Account Number for Marginal Lending	-	Account number to identify the account which will be used for marginal lending. The marginal lending function is not available for out countries. The entry is made by the responsible Central Bank for "new".
13	Allowed for Standing Facilities in EMU	-	The checkbox is used by the responsible Central Bank. This attribute is related to the possibility for the applicant participant to use Standing facilities in EMU.

7.2.5. SSP form for Reserve Management (Form no. 5300)

This SSP form enables the participant to forward the relevant information required for the Reserve management module to its Central Bank. For further information please refer to UDFS book 2, chapter 12.2 User Guide for Reserve Management (Module) (RM)

This form should be filled if the applicant participant is subject to the minimum reserve requirements and belongs to a Central Bank which has opted for the standard Reserve Management Module of the

SSP. The applicant participant subject to the minimum reserve requirements has the following possibilities:

- It can manage its minimum reserves **directly** on its HAM account. In that case the participant is its own reserve maintainer and management of the minimum reserves is "direct".
- Or it can deposit the funds needed to meet its minimum reserve requirements on another account in the Home Accounting Module, Payments Module or PHA which is also subject to the minimum reserve requirements and held at the same Central Bank. In that case the participant is different from the reserve maintainer (BIC of Intermediary) and management of minimum reserve is "**indirect**".
- Or it can manage its reserves in a "pool of reserve" where funds for the reserve requirements are pooled among a group of participants (managed by the same Central Bank). One of the participants in the group is designated as the group leader and it is its Home Accounting Module or Payments Module account on which interest or penalties for the whole pool will be settled. In that case for each participant of the group the reserve maintainer is the group leader (BIC of MFI – Monetary Financial Institution – Leader). The management of minimum reserve is "**pool**".

Some Credit Institutions might not have any account at all neither in PM, nor in HAM (or PHA according to the national choice), but being at the same time subject to minimum reserve requirement. These CIs can fulfil their minimum reserve requirement indirectly through another participant (as envisaged in the UDFS). If the CB has chosen RMM, those credit institutions have to be registered in the SSP.

For these participants, the form no. 5000 has to be used to insert the Legal Entity and the Participant data of those Credit institutions that have to meet - even if indirectly - the reserve requirement although not being HAM Account Holder. In the form 5300, those participants will indicate that the type of reserve management is "indirect".

	Field	Presence	Description
10	Management of Minimum Reserve	M	Using the combo box the applicant participant should select the respective entry which describes how the participant manages its minimum reserve requirements. The values are • Direct • Indirect

	Field	Presence	Description
			• Pool
11	Source of Minimum Reserve	M	Using the combo box the applicant participant should indicate the source of its minimum reserves. The values are: • RTGS • HAM • PHA If the type of management (10) is direct, then the source should be the HAM account of the participant.
12	BIC of Intermediary	C	This field is mandatory if the management of the minimum reserves is “indirect”. It indicates the BIC of the reserve maintainer, e.g of the participant or PHA account maintaining the minimum reserves for the participant described in the current record.
13	BIC of MFI Leader	C	This field is mandatory if management of the minimum reserves is “pool”. It indicates the BIC of the respective Monetary Financial Institution (MFI) Leader.

8. Description of SSP forms for HAM Account Holders (via Internet)

This set of forms has been designed for the participants which an account in HAM is necessary (e.g. for compulsory reserve, cash operations) and using Internet access.

8.1. Main Form (Form no. I-5000)

8.1.1. Frame Legal Entity

The registration of a HAM account in the Single Shared Platform always requires the definition of a Legal Entity in the static data.

The legal entity is managed by the Central Bank as selected in the header of the form. All participants belonging to the same legal entity (at least one participant) are therefore managed by the same Central Bank. In case this participant is registered as direct or indirect participant in PM, a Legal Entity may already exist.

Filling this frame is **mandatory** when registering a new participation as HAM Account Holder.

	Field	Presence[12]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC can be either non-SWIFT BIC or SWIFT BIC
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity Up to 35 characters are possible (35x)

[12] M=Mandatory, O=Optional, C=Conditional

8.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the HAM Account Holder to be registered or updated.

Sub frame Administrative data

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	Participant Type	-	This field displays the participant type which can only be the value: • Credit institution for the Home Accounting Module account holder.
22b	Type of Participation	M	This field displays the type of participation of the related participant in the Payments Module: • No participation (HAM only) *If the participant is created only for Reserve Management purposes without an account in HAM, please leave it blank.*
23	Institutional Sector Code	M	Combo box for the Institutional Sector Code. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank.
24	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

8.1.3. Frame Roles for certificates

This frame of the Main Form links the certificates issued to the Internet based participant with the one of two possible ICM roles.

Sub frame ICM access roles for certificates

The sub frame “ICM access roles for certificates” is mandatory because the SSP in static data should link individual certificates with available roles. The internet based participants can access to the

Payments Module only via the ICM (Information and Control Module) (via user to application mode) therefore it is mandatory to properly assign roles to the certificates.

	Field	Presence	Description
31	Certificate number Role	M	This field is mandatory; at least the ICM role for one certificate should be assigned. The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: - LVMANAFE - LVMANATE. One certificate is mandatory, while it is possible to assign up to 5 certificates with ICM roles
32 – 35	Certificate number Role	O	Entry text field for the certificate number (optional). The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: • LVMANAFE • LVMANATE.

8.1.4. Frame ICM access for certificates

This section should be filled in by Central Banks only.

	Field	Presence	Description
41	Certificate number Unique User ID	M	This field is mandatory; at least the certificate for ICM should be assigned. The Unique User ID is mandatory then the certificate number is entered. One certificate is mandatory, while it is possible to assign up to 5 certificates for ICM access
42 – 45	Certificate number Unique User ID	O	The Unique User ID is mandatory then the certificate number is entered.

8.2. Sub Forms

8.2.1. Contact details for Home Account Holders (Form no.I-5015)

This form enables the user to create a new contact item for the related entity or to update an existing contact item, by adding/deleting contact information. It is mandatory for each participant to provide at least one contact item.

This form might be used several times in order to register more than one contact (a new reference should be provided on each form). It is not possible to have two different contacts for the same function.

This form consists in two frames:

- contact item
- contact information (up to 10)

8.2.1.1. Frame Contact Item

	Field	Presence	Description
11	Function Title	M	The combo box contains the following values: • CI Disturbance Co-ordinator • CI Liquidity Manager • CI Operational Manager • CI Project Manager • CI SWIFT Network • CI T2 Directory • CI T2 Head Manager • CI Test Manager • HAM Administrator • RM Administrator • SF Administrator
12	First Name	M	Entry text field for entering the first name of the related contact person. Up to 35 characters are possible
13	Last Name	M	Entry text field for entering the last name of the related contact person. Up to 35 characters are possible

8.2.1.2. Frame Contact Information

	Field	Presence	Description
14	Contact type	M	This field should be used to identify the means of communication. The entry of more than one means is possible, therefore please use the different lines provided in the form. The value "address" can be used to identify an address of a contact person which is different from the address of the participant. The combo box contains the following values: • Phone • Fax • E-mail • Address • ZIP Code • City • Country It is possible to manage up to 10 different contact means.
15	Contact value	C	This field is mandatory if a contact type related to this field is selected. Then up to 35 characters are possible.

8.2.2. Static data for Home Accounting Module (Form no. I-5100)

Provided that the responsible Central Bank has decided to use this optional Module the HAM Account Holder has the possibility to forward the SSP forms related to Home Accounting Module which are described in the following chapters. For further information on operations that can be settled via a Home Accounting Module account, please contact your National Central Bank or consult its Country Profile (CP) on the TARGET2 website.

The HAM Account Holder should use this SSP form to request the opening (modifying, deleting) of a HAM account.

The SSP form consists of two frames

- Frame Static data for Home Accounting Module
- Frame Co-Managed HAM account

Frame Static for Home Accounting Module

Sub frame HAM Account

	Field	Presence	Description
11	Account Number	M	Entry text field for the Home Accounting Module account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by CB if "new".*
12	Account Type	M	"Normal Home Accounting Module account" is the only possible value in this field.

Sub frame Optional Message Types

Frame Co-Managed HAM Account

If the HAM account will be co-managed by another direct participant acting as Co-Manager

- this frame must be filled
- and in addition the form "I-1102 Co-Management form" has to be filled,

otherwise this frame is optional.

	Field	Presence	Description
21	Co-managed HAM account	O	The applicant Home Accounting Module participant confirms his intention to use the co-management functionality using this checkbox.
22	BIC of the co-manager	C	Entry text field. To be filled with the BIC-11 of the co-manager
23	Responsible CB of the co-manager	C	Using this combo box the Home Accounting Module participant can select the country code of the responsible Central Bank for the co-manager.

8.2.3. SSP form for Standing Facilities (Form no. I-5200)

The choice to opt for the standardised Standing Facilities (SF) Single Shared Platform module or to keep a proprietary one is left to each Central Bank. For further information please refer to UDFS book 2, chapter 12.3 User Guide for Standing Facilities (Module) (SF).

	Field	Presence	Description
10	Type of account for Settlement of SF operations	M	For a Home Accounting Module participant the type of account to be used for the settlement of SF operations can only be a HAM account. *If SF operations are to be settled on the PM account, then the form no. 1200 has to be used.*
11	Account Number for Overnight Deposit	-	Account number to identify the account which will be used for overnight deposits and related interest payments. The overnight deposit function is available also for out countries. The entry is made by the responsible Central Bank in case of "new".
12	Account Number for Marginal Lending	-	Account number to identify the account which will be used for marginal lending. The marginal lending function is not available for out countries. The entry is made by the responsible Central Bank for "new".
13	Allowed for Standing Facilities in EMU	-	The checkbox is used by the responsible Central Bank. This attribute is related to the possibility for the applicant participant to use Standing facilities in EMU.

8.2.4. SSP form for Reserve Management (Form no. I-5300)

This SSP form enables the participant to forward the relevant information required for the Reserve management module to its Central Bank. For further information please refer to UDFS book 2, chapter 12.2 User Guide for Reserve Management (Module) (RM)

This form should be filled if the applicant participant is subject to the minimum reserve requirements and belongs to a Central Bank which has opted for the standard Reserve Management Module of the SSP. The applicant participant subject to the minimum reserve requirements has the following possibilities:

- It can manage its minimum reserves **directly** on its HAM account. In that case the participant is its own reserve maintainer and management of the minimum reserves is "direct".
- Or it can deposit the funds needed to meet its minimum reserve requirements on another account in the Home Accounting Module, Payments Module or PHA which is also subject to the minimum reserve requirements and held at the same Central Bank. In that case the participant is different from the reserve maintainer (BIC of Intermediary) and management of minimum reserve is "**indirect**".

- Or it can manage its reserves in a "pool of reserve" where funds for the reserve requirements are pooled among a group of participants (managed by the same Central Bank). One of the participants in the group is designated as the group leader and it is its Home Accounting Module or Payments Module account on which interest or penalties for the whole pool will be settled. In that case for each participant of the group the reserve maintainer is the group leader (BIC of MFI – Monetary Financial Institution – Leader). The management of minimum reserve is "**pool**".
- Or it can manage its reserve requirements '**local',** using proprietary means.
- Or it can be not a subject for reserve requirements – '**no'.**

Some Credit Institutions might not have any account at all neither in PM, nor in HAM (or PHA according to the national choice), but being at the same time subject to minimum reserve requirement. These CIs can fulfil their minimum reserve requirement indirectly through another participant (as envisaged in the UDFS). If the CB has chosen RMM, those credit institutions have to be registered in the SSP.

For these participants, the form no. 5000 has to be used to insert the Legal Entity and the Participant data of those Credit institutions that have to meet - even if indirectly - the reserve requirement although not being HAM Account Holder. In the form 5300, those participants will indicate that the type of reserve management is "indirect".

	Field	Presence	Description
10	Management of Minimum Reserve	M	Using the combo box the applicant participant should select the respective entry which describes how the participant manages its minimum reserve requirements. The values are • Direct • Indirect • Pool • Local • No
11	Source of Minimum Reserve	M	Using the combo box the applicant participant should indicate the source of its minimum reserves. The values are: • RTGS • HAM • PHA If the type of management (10) is direct, then the source should be

	Field	Presence	Description
			the HAM account of the participant.
12	BIC of Intermediary	C	This field is mandatory if the management of the minimum reserves is “indirect”. It indicates the BIC of the reserve maintainer, e.g of the participant or PHA account maintaining the minimum reserves for the participant described in the current record.
13	BIC of MFI Leader	C	This field is mandatory if management of the minimum reserves is “pool”. It indicates the BIC of the respective Monetary Financial Institution (MFI) Leader.

9. Description of the SSP forms for CB Customers

9.1. Main Form for CB customers (Form no. 6000)

9.1.1. Frame Legal Entity

The registration of a CB Customer to the Single Shared Platform always requires the definition of a legal entity in the static data (prerequisite). The CB Customer is identified by a BIC and the country code of the responsible Central Bank. Therefore a CB Customer can be registered with the same BIC-11 through different CBs. However, only one relationship (the preferred one) will be published in the TARGET2 directory. The entry of the legal entity is only necessary for the first registration.

Filling this frame is **mandatory** when registering a new participation as CB Customer.

	Field	Presence[13]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC must be part of the BIC Directory
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity Up to 35 characters are possible (35x)

9.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the CB customer Participant to be registered or updated.

Sub frame Administrative data

[13] M=Mandatory, O=Optional, C=Conditional

Within this sub frame the applicant CB customer indicates which kind of participation is requested and provides information required for the TARGET2 directory.

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Legal Entity Name (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	BIC published	M	Control field which identifies if the mentioned Participant BIC should be published in the TARGET2 Directory or not. • Participant BIC should not be published – control field should not checked • Participant BIC should be the published – control field should checked Note: Whereas a CB customer could be registered with several CBs with the same BIC-11, only one relationship (the preferred one) can be published in the TARGET2 directory
23	Participant Type	M	This field displays the participation type which can only be the value: • CB Customer
23b	Type of Participation	M	This field displays the kind participation with "Home Accounting Module only" as there is no participation in Payments Module..
24	Institutional Sector Code	M	Combo box for the Institutional Sector Code. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank.
24b	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

9.2. Sub Form

9.2.1. Form for CB customers registration in Home Accounting Module (Form no. 6100)

To be registered as a CB customer in the Single Shared Platform it is necessary that the responsible Central Bank has decided to use the Home Accounting Module. Furthermore it is mandatory for the applicant CB Customer to forward the completed SSP forms related to Home Accounting Module which are described in the following chapters. For further information on operations that can be settled via a Home Accounting Module account, please contact your National Central Bank or consult its Country Profile.

The applicant participant should use this SSP form to request opening (modifying, deleting) a Home Accounting Module account. One CB customer is allowed to open several accounts in the Home Accounting Module with the same BIC-11 but with different Central Banks.

The SSP form consists of one frame and two sub frames

- Frame Static data for Home Accounting Module
    - Sub frame Home Accounting Module Account
    - Optional Message Type

Frame Static data for Home Accounting Module

Sub frame Home Accounting Module Account

	Field	Presence	Description
10	Account BIC	C	Entry field for the BIC-11 which identifies the CB customer's Home Accounting Module account if different than the Home Accounting Module participant BIC indicated in the Header. This BIC can be a non-SWIFT BIC.
11	Account Type	M	"CB customer" is the only possible value in this field
12	Account Number	M	Entry text field for the CB customer's Home Accounting Module account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by CB in case of "new".*

Sub frame Optional Message Types

	Field	Presence	Description
13	Advice for Debits on Home Accounting Module Account (MT 900)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for debits on Home Accounting Module account (MT 900) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
14	Advice for Credits on Home Accounting Module Accounts (MT910)	O	The applicant Home Accounting Module participant can decide whether to receive an advice for credits on Home Accounting Module account (MT 910) or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
15	MT 202 in case of Liquidity Transfer	O	The applicant Home Accounting Module participant can decide whether to receive a Home Accounting Module Notification in case of liquidity transfer or not by using the check box. If the checkbox is ticked it means "Yes", if it is not ticked it means "No".
16	Balance Report	O	Balance Report is optional. If the checkbox is unchecked it means "no balance report required". If Balance report is checked, the Combo box to indicate option for balance report on the PM account can be used with one of the following values: - MT 940 - MT 950
17	BIC used for notification	O	This optional field can be used to identify the BIC used for Home Accounting Module notifications (MT900, MT910, MT202) and balance statements (MT940 or MT950). In general it should be the BIC as defined in the field 10. However it could be a different BIC (for example, in case Account BIC in field 10 is not a SWIFT BIC).

10. Description of the SSP forms for CB Customers

10.1. Main Form for CB customers (Form no. I-6000)

10.1.1. Frame Legal Entity

The registration of a CB Customer to the Single Shared Platform always requires the definition of a legal entity in the static data (prerequisite). The CB Customer is identified by a BIC and the country code of the responsible Central Bank. Therefore a CB Customer can be registered with the same BIC-11 through different CBs. However, only one relationship (the preferred one) will be published in the TARGET2 directory. The entry of the legal entity is only necessary for the first registration.

Filling this frame is **mandatory** when registering a new participation as CB Customer.

	Field	Presence[14]	Description
11	Legal Entity BIC	M	Entry text field for the BIC-11 of the legal entity The Legal Entity BIC must be part of the BIC Directory
12	Legal Entity Name (1st line)	M	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (2nd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
12	Legal Entity Name (3rd line)	O	Entry text field for the name of the legal entity Up to 35 characters are possible (35x)
13	City	M	Entry text field for the city of the legal entity Up to 35 characters are possible (35x)

10.1.2. Frame Registration Participant

This frame of the Main Form provides general information on the CB customer Participant to be registered or updated.

[14] M=Mandatory, O=Optional, C=Conditional

Sub frame Administrative data

Within this sub frame the applicant CB customer indicates which kind of participation is requested and provides information required for the TARGET2 directory.

	Field	Presence	Description
21	Name of Participant (1st line)	M	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Name of Participant (2nd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
21	Legal Entity Name (3rd line)	O	Entry text field for the name of the participant Up to 35 characters are possible (35x)
22	BIC published	M	Control field which identifies if the mentioned Participant BIC should be published in the TARGET2 Directory or not. • Participant BIC should not be published – control field should not checked • Participant BIC should be the published – control field should checked Note: Whereas a CB customer could be registered with several CBs with the same BIC-11, only one relationship (the preferred one) can be published in the TARGET2 directory
23	Participant Type	M	This field displays the participation type which can only be the value: • CB Customer
23b	Type of Participation	M	This field displays the kind participation with "Home Accounting Module only" as there is no participation in Payments Module..
24	Institutional Sector Code	M	Combo box for the Institutional Sector Code. For more detailed information, please see table for Institutional Sector code provided in Annex 1 or contact your Central Bank.
24b	National Sorting Code	O	Entry text field for the National Sorting Code of the Participant Up to 15 characters (15x)

10.1.3. Frame Roles for certificates

This frame of the Main Form links the certificates issued to the Internet based participant with the one of two possible ICM roles.

Sub frame ICM access roles for certificates

The sub frame “ICM access roles for certificates” is mandatory because the SSP in static data should link individual certificates with available roles. The internet based participants can access to the Payments Module only via the ICM (Information and Control Module) (via user to application mode) therefore it is mandatory to properly assign roles to the certificates.

	Field	Presence	Description
31	Certificate number Role	M	This field is mandatory; at least the ICM role for one certificate should be assigned. The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: - LVMANAFE - LVMANATE. One certificate is mandatory, while it is possible to assign up to 5 certificates with ICM roles
32 – 35	Certificate number Role	O	Entry text field for the certificate number (optional). The Role is mandatory then the certificate number is entered. Using the combo box the user can select the ICM role according the value: • LVMANAFE • LVMANATE.

10.1.4. Frame ICM access for certificates

This section should be field in by Central Banks only.

	Field	Presence	Description
41	Certificate number Unique User ID	M	This field is mandatory; at least the certificate for ICM should be assigned. The Unique User ID is mandatory then the certificate number is entered. One certificate is mandatory, while it is possible to assign up to 5 certificates for ICM access
42 – 45	Certificate number Unique User ID	O	The Unique User ID is mandatory then the certificate number is entered.

10.2. Sub Form

10.2.1. Form for CB customers registration in Home Accounting Module (Form no. 6100)

To be registered as a CB customer in the Single Shared Platform it is necessary that the responsible Central Bank has decided to use the Home Accounting Module. Furthermore it is mandatory for the applicant CB Customer to forward the completed SSP forms related to Home Accounting Module which are described in the following chapters. For further information on operations that can be settled via a Home Accounting Module account, please contact your National Central Bank or consult its Country Profile.

The applicant participant should use this SSP form to request opening (modifying, deleting) a Home Accounting Module account. One CB customer is allowed to open several accounts in the Home Accounting Module with the same BIC-11 but with different Central Banks.

The SSP form consists of one frame

- Frame Static data for Home Accounting Module

Frame Static data for Home Accounting Module

Sub frame Home Accounting Module Account

	Field	Presence	Description
10	Account BIC	C	Entry field for the BIC-11 which identifies the CB customer's Home Accounting Module account if different than the Home Accounting Module participant BIC indicated in the Header. This BIC can be a non-SWIFT BIC.
11	Account Type	M	"CB customer" is the only possible value in this field
12	Account Number	M	Entry text field for the CB customer's Home Accounting Module account number. The first two characters are the Country Code of the respective Central Bank and the maximum length is 34 characters. *To be filled by CB in case of "new".*

PART D – Description of the SSP registration procedures

11. SSP registration procedures

11.1. Roles and responsibilities

- **Central Banks** (CBs) are responsible for
  - the collection of forms for their banking community
  - making the consistency checks on the data provided in the forms and some additional checks (e.g. Allowance for being direct/indirect participation or ancillary system, "group" recognition for Liquidity pooling/multi-addressee access)
  - entering/updating the static data in the SSP for their banking community (i.e. participants who have their legal entity located in the country of the Central Bank)
  - forwarding the forms to another Central Bank in case of cross-border arrangements (e.g. Indirect participation, Liquidity pooling, co-management, AS settlement)
- **Direct Participants** are responsible for their own registration (forms no. 1000 + 1015) and the registration of all entities for which they provide access to TARGET2:
  - Indirect participants (Forms no. 4000)
  - Addressable BICs (Form no. 1013 and 4013)
  - Multi-addressee access (form no. 1013)
  - Co-managed HAM accounts (Forms no.5100 and 1102)
- **Ancillary Systems** are responsible for their own registration (forms no. 2000 + 2015) using the features of the SSP which corresponds to their needs. If the Ancillary System Interface is used, the AS has to
  - provide the list of the direct participants taking part of the settlement of the AS (settlement banks – Form no. 2001)

- collect the mandates (forms no. 2002) from all their settlement banks and to forward them to its responsible Central Bank
- If a sub-account is needed (AS using standard settlement procedure 6), the **settlement banks** have to fill in a specific form (form no. 1014 or I-1014) to open this account.

Note: *As a sub-account is dedicated to maximum one AS, a specific registration form is needed for each sub-account a participant might need.*

- **HAM account holders** are responsible for their own registration (forms no. 5xxx) regardless of their type of participation in PM (direct, indirect or none)
- **CB customers** are responsible for their own registration (forms no. 6xxx).
- **Credit institutions that have to meet - even if indirectly - the reserve requirement not being a participant (direct or indirect) nor having an HAM account are** responsible for their own registration (forms no. 5000 for entering the legal entity and participant data and form 5300)

11.2. SWIFT re-ordering vs. Collection of Static Data

Registering for TARGET2 requires that direct participants register separately with SWIFT and their respective Central Bank.

The SWIFT registration will enable participants to get the appropriate services designed by SWIFT for TARGET2. It will be done electronically via the SWIFT website, based on an electronic form developed by SWIFT especially for TARGET2 (so called: “e-ordering” or e-MSSF for electronic Messaging Services Subscription Form). Central Banks will be involved in the validation of all registration requests together with SWIFT and the 3CB.

The collection of Static Data is a prerequisite for participants to get access to the Single Shared Platform. The forms will be made available to the participants by their respective Central Banks. The forms will be filled in electronically, printed and signed and then sent to the responsible Central Bank. Central Banks will use the forms to input the static data of the respective participant into the Static Data module of the SSP via the ICM.

Although these are two completely separated processes, the information provided via the SWIFT e-ordering and via the SSP forms have to be consistent. Central Banks will have to perform a set of

consistency checks between SWIFT e-ordering and SSP forms before the validation of the e-ordering and the entering of static data in the system.

Those consistency checks will concern:

- Consistency of CUG (Closed User Groups) registration via SWIFT as regard to the type of participation requested via the forms
- Consistency of the DNs (Distinguished Names) addresses for routing SWIFTNet traffic via FileAct/InterAct Store-and-forward as regard to the DN address provided in the forms for receiving the TARGET2 directory (direct participants), or Notification Files from the ASI for Ancillary Systems.
- Consistency of the DN indicated for SWIFTNet real time services an the one provided in the form for accessing ICM
- In addition the CB - in the e-ordering approval process - should assign the participant to a group of roles (group of RBAC - Role Based Access Control) accordingly to the type of participation requested via the forms.

11.2.1. CUG registration

3 CUG registrations are possible for participants: TGT (PM) TGH (HAM) and TGC (CB customers)

- Direct PM participants should be registered in the CUG TGT
- HAM participants should be registered in the CUG TGH
- Co-managers should be registered in TGT and TGH (FIN users)
- Central Banks' customers should be registered in TGC
- Ancillary systems using only ASI don't need to be registered in any of these CUGs.

Note: If a co-manager uses only the ICM, the registration in TGH is not necessary.

Note: The registration in a CUG at SWIFT is based on the BIC8 while the SSP registration considers the BIC11. Therefore, one registration in the CUG can possibly lead to many registrations as SSP participant.

11.2.2. RBAC Roles

RBAC roles selected via SWIFT should be consistent with the type of participation requested via the SSP forms. Central Banks are involved in the assessment of the correctness of selected RBAC roles'

group as regard to the modules (PM, HAM, SF, RM, ASI) or the functionalities (Liquidity Pooling, Co-management, Collateral Management – only for some Ancillary Systems allowed by their CB to act as Collateral Manager otherwise this role is bored by the CB itself) the user will effectively use.

Note: Upon validation of the e-ordering request, the CB will have to assign the user to a "participant group" (e.g. PM user, HAM user, A2A user). This will allow the participant to select the corresponding RBAC roles and to assign them to its users.

11.2.3. Distinguished Names (DNs)

Direct Participants will have to indicate at least two DNs in the SSP forms:

- DN address where they want to have the TARGET2 directory updates sent by the SSP in push mode to be posted.
- DN to access the ICM

Central Banks will have to check that the DN to receive the TARGET2 directory (weekly updates – push mode) is consistent with the DN structure that has been declared to SWIFT by this participant for the PAPSS Store-and-Forward traffic. In case of an Ancillary System the DN address for receiving files from the ASI in indicated in the form must be consistent with the DN structure as declared to SWIFT by the AS for the PAPSS Store-and-Forward traffic.

Concerning the DN for accessing the ICM, it has to comply with the structure of the DN for the PAPSS real time services. It is a suffix DN (a DN without common name, only with the o= and ou= levels)

11.3. Procedures applicable to SSP registration

11.3.1. General principles

The collection of Static Data is a prerequisite for participants to get access to the Single Shared Platform. The forms will be made available to the participants by their respective Central Banks. The forms will be filled in electronically, printed, signed and sent to the relevant Central Bank. Central Banks will use the forms to input the static data of the respective participant into the Static Data module of the SSP via the ICM.

In case of cross-border arrangement, more than one Central Bank is possibly involved in the overall process of registration. This is likely to be the case when one of the following functionalities is used by a group of TARGET2 participants:

- Liquidity pooling
- Ancillary System settlement
- Co-management of HAM accounts
- Indirect participation

The original version of the form(s) will be remitted to the responsible Central Banks of the participant taking part of the cross border arrangement and a copy of the form will be remitted to the participant responsible for the arrangement, i.e.:

- The GoA manager or,
- The Ancillary System or
- The Co-manager or
- The direct participant.

This "*leading*" participant will be responsible for collecting these forms from the other participants taking part of the arrangement and to submit them to its responsible Central Bank.

- The GoA manager :
  - 1017 – Liquidity Pooling – GoA Members
- The Ancillary System :
  - 2002 – Debit mandate for AS settlement
  - + a copy of the original form no. 1014 or I-1014 – Sub-account for dedicated liquidity (if needed)
- The direct participant:
  - 4000 – Main form for indirect participants (copy of the original)
  - 4013 - Addressable BIC – Branch of indirect participant (copy of the original)
- The Co-manager:

– 1102 – Co-management form (for each co-managed HAM account)

– + a copy of the forms no. 5000, 5100 or I-5000, I-5100 (for each co-managed HAM account)

The Central Bank of the "leading" participant will be responsible for dispatching of the forms to the other Central Banks involved in the registration process for entering the static data needed for the arrangement to be put in place. The responsible Central Banks will regularly inform the "*leading*" participant of the status of the registration process.

11.3.2. Procedures applicable to Liquidity pooling

Credit Institutions within the same group are entitled to jointly make use of the liquidity pooling functionality. For further information please refer to UDFS book1, chapter 2.5.5 Pooling of liquidity.

Because the liquidity pooling function is an optional service the related SSP forms (no. 1016 and 1017) are also optional.

The Payments Module offers liquidity pooling services, relying on the "group of accounts" structure. A group of accounts consists of one or several PM account(s) in the books of one or several Central Bank(s). **TARGET2 offers two variants for the pooling of liquidity:**

- Virtual Account (only for euro area participants) or *Aggregated Liquidity*.
- Consolidated Account Information (also available to participants from non-euro area countries)

If a group of direct participants wants to pool their liquidity they can decide to use one of the two variants or a combination of both.

- the SSP form "1016 Pooling of Liquidity – GoA Manager" has to be used by the GoA manager and sent to its responsible Central Bank.
- the PM account of the GoA Manager is assigned as Main Account of the GoA and the GoA ID is created by the CB
- possibly, in case of a Consolidated account Information, the list of the embedded Virtual account(s) must also be provided
- the GoA members have to complete a form (no. 1017) and send it to their responsible Central Bank + a copy to the GoA Manager

- additionally, the GoA Manager has to provide its responsible CB with the whole package of forms No 1017 from the various GoA Members.
- The responsible Central Bank (the CB where the main PM account is kept) has to:
  - Check the consistency of the data provided by the GoA manager and to assess the recognition as a group of all the designated members of the Group of Account
  - Create the "GoA ID" and communicate it to the GoA manager (the information is mandatory for the GoA members for filling the form no. 1017). The GoA ID must start with the Country Code of the responsible CB to ensure it is unique over the system.
  - Assign as GoA members the PM accounts of the direct participants from its banking community
  - Possibly assign the Virtual Account to a Consolidated Account Information, if specifically requested by the (VA) GoA Manager (in Form no. 1016 – field 25)
  - forward the forms to the other responsible Central Banks of the GoA members not belonging to its banking community (if any)
  - inform the GoA Manager of the completion of the set-up of the Group of Accounts
- The other responsible Central Bank(s) has(have) to:
  - assign as GoA members the PM accounts of the direct participants from its (their) respective banking community
  - inform the Central Bank of the GoA manager of the completion of the registration on its (their) side

11.3.3. Procedures applicable to Ancillary Systems registration

Ancillary Systems (AS) have the possibility either to settle via a standard interface of the SSP (the ASI) or to use clean payments (or a combination of both) for their business. In any case, the AS must be registered as such (using the main form for AS no. 2000) in the SSP. If the AS will be using the payment interface for its business, it will be also registered as a direct participant in PM. No particular procedure would apply, the Ancillary System is treated as any other direct participant.

The following procedure applies only to those AS relying on the standard Ancillary System Interface (ASI) for their settlements

11. SSP Registration procedures

All forms needed for the registration of the Ancillary System will have to be collected by the AS itself, including the forms to be filled by the settlement banks (Form No 2002). The AS will be responsible to submit the whole package of forms to its responsible Central Bank.

The Central Bank of the Ancillary System (AS) is responsible of the collection of all the data needed to set up the AS in the system:

- AS BIC
- Settlement procedure(s) used
- Technical/Mirror Account(s) used – if any
- List of settlement banks

- The responsible CB of the AS will then collect all the forms from the AS:
  - (1) Form no. 2000 – Main form
  - (1+) Form no. 2001 – List of Settlement Banks
  - (X) Forms no. 2002 – Debit mandate for AS settlement (one per settlement bank)
  - Optionally, (0-1) Form no. 1000 – AS technical account
  - In case of an Integrated AS, the responsible CB has to provide the AS with a Mirror Account BIC (as well as the corresponding T&T BIC)
  - In case of an interfaced AS using settlement procedure 6, the Settlement Banks have to provide the form No 1014 for the registration of a sub-accounts to their respective CB (and possibly a copy of the original form to the AS)
- The creation of the AS triggers automatically the creation of a Legal Entity with the same BIC-11[15]
  - One AS can make use of several settlement procedures (but only one list of settlement banks can be defined at the level of the AS)
  - In case procedure 4 or 5 would be used, the AS should use a specific technical account dedicated to this procedure.

[15] in case of an AS acting also as a credit institution it is necessary to create the AS and the related Legal Entity first and only after the direct participant which will

  - In case procedure 4 or 5 would used in combination with the guarantee mechanism, the AS should ensure that the guarantee account is created. This guarantee account can be owned by the ASD, or the CB or a third party (guarantor).

- The responsible CB of the AS has to enter the list of settlement banks (SB) for the AS on the basis of the BICs provided in the form no. 2001 and for each settlement bank, to check that a mandate (form no. 2002) exists and whether it is signed by both parties (namely the AS and the SB).
- In case the SB is a direct participant having its PM account with another CB, the responsible CB of the AS has to forward the mandate to the relevant CB for signature check
- The other CB(s) has (have) to check the signatures on the forms (no. 2002) and in case a sub-account is needed, check the signature of form no. 1014 or I-1014(the original one) and create the sub-account for the requesting settlement bank.
- The AS will be informed by its responsible CB on the completion of the registration process.

11.3.4. Procedures applicable to the "co-management" of HAM accounts

A HAM Account Holder has the possibility to designate another Credit Institution as the Co-manager of its account in HAM.

- Each Co-Managed HAM account Holder has to mention the BIC of the Co-Manager (as well as the country code of the responsible CB) in the respective form (form no. 5100) submitted to the responsible Central Bank (CC: copy of the original to the Co-manager)
- Then, the Co-manager has to submit to its responsible CB all the co-management forms (no. 5100 and 1102) filled by the respective co-managed HAM account Holders.
- The responsible CB of the co-manager:
  - checks the signatures on the forms and assign the co-managed HAM accounts to the co-manager for those HAM participants under its responsibility (if any). In addition, the notification messages for debit/credit (MT900 / MT910) and balance report (MT940 or MT950) used by the co-manager will be selected (as indicated in the form no. 1000)

- forwards a copy of the forms no. 5100 or I-5100 and 1102 to the other relevant CBs for checking the signatures and entering the static data (those CBs should have received the original of the form no. 5100 or I-5100).

- Each other NCB concerned will check the signature on the Form no. 5100 or I-5100 and 1102, open a HAM account and assign the co-managed HAM account to the designated Co-manager (as indicated in the form no. 5100 or I-5100 – field 21) and inform the CB of the Co-manager on completion of the registration process.
- The CB of the Co-manager will inform the later that the co-management relationship is in place.

11.3.5. Procedures applicable to indirect participants

Direct Participants are responsible for their own registration (form no. 1000 + 1015) and the registration of all entities for which they provide access to TARGET2, including indirect participants. Therefore, the forms for indirect participants (form 4000, 4013) might be filled by the indirect participant or directly by the direct participant but they will be submitted in any case by the direct participant to its responsible CB.

Branches of a direct participant should be registered as "addressable BIC - branch of direct participant" in the TARGET2 directory. This would correctly reflect a legal concept whereby the branches do not form a separate legal entity and are part of the direct participant. This would also be in line with the definition of 'addressable BIC holder' of the TARGET2 Guideline. Moreover, there should be no difference between domestic or foreign branch. In the same vein, branches should not be registered as indirect participants in the static data forms.

By contrast, only EEA-credit institution which is not part of the legal entity of the direct participant (i.e. different legal entities) and a foreign branch submitting payment orders and receiving payments via the direct participant different from its "parent" credit institution would be qualified as indirect participant and registered as "indirect participants" in the TARGET2 directory. The branches of such indirect participant would be registered as "addressable BIC - branch of indirect participant".

The registration of correspondents or multi-addressee access follows a different process as there is no static data to be entered specifically for those entities except the wildcard rule which will generate the entries in the TARGET2 directory.

If a Legal Entity for the indirect participant is required, it has to be created by the CB where the credit institution is located (in the EEA) in the name of the local branch to allow the further creation of an account in HAM and/or SF and/or to set-up this participant in RM.

- The direct participant will submit its registration forms (1xxx) together with the main form of its related indirect participants (form 4000 and possibly 4013).
- The CB in charge of the Indirect Participant might have some additional registrations to undertake for this entity (i.e. HAM/SF/RM or PHA). The local branch is responsible for this additional registration and will have to register separately and sign the forms requested by the responsible CB (e.g. the local branch of a foreign bank being indirect participant of its Head office for which a HAM account is open locally for compulsory reserves/cash withdrawals operations).

11.3.6. Procedures applicable addressable BICs and Multi-addressee access

Direct Participants are responsible for their own registration and the registration of all entities for which they provide access to TARGET2, including their branches to which they provide a multi-addressee access or correspondent banks (addressable BICs). Addressable BICs and Multi-addressee access are not registered as “Participants” in the static data of the SSP but are “only” included in the TARGET2 directory via a wildcard rule. To set up a wildcard rule for the inclusion of addressable BICs and/or multi-addressee access in the TARGET2 directory the form no. 1013 has to be used by the direct participant (and possibly no. 4013 for branches of an indirect participant).

- The direct participant will submit its registration forms (1013 and possibly 4013 on behalf of its indirect participants) to the Central Bank where its PM account is located.
- The responsible CB will enter the wildcard rule set in the form no. 1013 (and possibly 4013) in the Static Data of the SSP via the ICM.

Modification of a wildcard rule: The wildcard rules set groups the different wildcard rule lines as a single item. From a static data point of view wildcard rule lines are not managed individually but only as a whole. Therefore the modification of a wildcard rule line is considered as a modification of the whole wildcard rule set.

11.3.7. Conflicting registration of correspondent banks/indirect participants

The TARGET2 directory allows only a single relationship between an addressable BIC/indirect participant and the direct participant which provide the access to TARGET2. It is therefore possible that 2 or more participants will send conflicting registration to their Central Banks. Then two cases have to be considered:

- Case A: Conflicting registration requests with an existing record in the TARGET2 directory
- Case B: Conflicting registration request concerning a new BIC in the TARGET2 directory

Case A: If it is the case (the addressable BIC/indirect participant) is already registered in the TARGET2 directory in relationship with another direct participant, then the requesting participant will have to contact the other direct participant to inform that the routing instruction for the correspondent will change.

The participant owning the record, if he agrees, will then have to fill a form to request the deletion of the existing relationship and will submit this form to its Central Bank (where it has its PM account) and a copy to the other direct participant requesting the registration of the new relationship.

The requestor will then forward its own form for the registration of the correspondent as addressable BIC/indirect participant together with the copy of the form for deletion of the former relationship filled by the other participant.

Case B: If the addressable BIC/indirect participant is not present in the TARGET2 directory at the time when the direct participant makes the check, he will simply send a form to its responsible CB for the registration of a new addressable BIC/indirect participant. Still that a conflict could happen if during the same week another (others) participant(s) would request the registration of the same BIC as addressable BIC/indirect participant. In such case, one CB will be allowed to create the new record and the others will be rejected. Those who have been rejected will inform the banks on the conflicting

registration situation. It is up to the Banks to reach an agreement between themselves on which bank should take the record. Then 2 cases will be considered:

- The record that has been created remains valid: nothing to do then just keep it!
- The first record is not the one to be kept: then the procedure to handle conflicting registration with an existing record (case A) would apply.

12. Annexes

12.1. Annex 1: Institutional Sector Codes

Institutional Sectors are defined in the paragraphs 2.17 to 2.101 of the Council Regulation (EC) No 2223/96 of 25 June 1996 on the European system of national and regional accounts in the Community.

The following table provides the list of Institutional Sector Codes:

Sectors and sub-sectors		Public	National Private	Foreign Controlled
Non-financial corporations	S.11	S.11001	S.11002	S.11003
Financial corporations	S.12			
Central Bank	S.121			
Other monetary financial institutions	S.122	S.12201	S12202	S.12203
Other financial intermediaries, except insurance corporations and pension funds	S.123	S.12301	S.12302	S.12303
Financial auxiliaries	S.124	S.12401	S.12402	S.12403
Insurance corporations and pension funds	S.125	S.12501	S.12502	S.12503
General government	S.13			
Central government	S.1311			
State government	S.1312			
Local government	S.1313			
Social security funds	S.1314			
Households	S.14			
Employers (including own account workers)	S.141+S.142			
Employees	S.143			
Recipients of property incomes	S.1441			
Recipients of pensions	S.1442			
Recipients of other transfer incomes	S.1443			
Others	S.145			
Non-profit institutions serving households	S.15			
Rest of the world	S.2			
The European Union	S.21			
The member countries of the EU	S.211			
The institutions of the EU	S.212			
Third countries and international organisations	S.22			

12.2. Annex 2: Frequently asked questions

Q: Are there specific formatting rules for fields (I) "reference" and (J) "related reference" in the form header?

A: There is no specific formatting rule. The content of those fields is left to participants. Nevertheless participants are invited to use meaningful references that allow identifying easily all forms and sub forms belonging to the same package (e.g. BNPA-1012-20070312). As regards "related reference", the idea is to use it in when submitting a form for modification or deletion and to recall the reference of the original form.

Q: By which entity the contact details (form No 1015, I-1015, 2015, 5015, I-5015) will be visible?

A: Contact details will be visible in the ICM by all Central Banks and participants, regardless of which banking community they belong to.

Q: What is the procedure for creating a technical account for an ancillary system? And what about a mirror account?

A: A technical account for AS is a special type of PM account. If this type of account is needed, the AS will have to fill a form No 1000 – Main form for direct participant – indicating that the account type is "technical" and the participant is "Ancillary System".

Q: Who should fill in the form no. 1018, I-1018 "direct debit authorisations"?

A: This form should be filled in and signed by the payer, i.e. the Account holder of the PM account which is to be debited by the mean of MT204 issued by another direct participant (payee) which has to be indicated in the form.

Q: As a Central Bank, which version of Acrobat do I need?

A: Central Banks must have Adobe Acrobat Professional. Without this version they would not be in a position to customise the forms.

Q: As a participant, which version of Adobe Acrobat do I need?

A: Participants simply need Adobe Acrobat Reader to download, open, complete the form electronically on their PC and print it. If they also wish to save the filled form on their PC, they must have the Professional version.

Q: Can I use special accents in my SSP forms?

A: The SSP is using the standard character set. This means that accents cannot be entered as static data. If you are using accents in your SSP forms, they will be ignored when loaded in the static data module via ICM.

Q: What is the purpose of the data "sector code" (e.g. field 27 of form no. 1000, I-1000)?

A: The Institutional Sectors were defined in the framework of the European System of Accounts (also referred to as "ESA.95") which was set up by the Council Regulation (EC) No 2223/96 of 25 June 1996 on the European system of national and regional accounts in the Community.

Institutional Sectors are defined in the paragraphs 2.17 to 2.101 of the regulation. The full text of the regulation, available in twenty different languages, can be found following the link below:

http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=EN&numdoc=31996R2223&model=guichett

Q: What is the correct Institutional Sector Code for a cooperative bank being indirect participant?

A: First, the Institutional Sector is not affected by the participation type in TARGET2. Credit institutions are comprised in the category of '*Other Monetary Financial Institutions*' (S.122). The Subsequent level depends on whether this institution is a public (S.12201), a national private (S.12202) or a foreign controlled company (S.12203).

Q: Can I create new function titles for the field 11 in form 1015, I-1015, 2015, 5015, I-5015?

A: no. Values are pre defined at SSP level and it is not possible to create ad-hoc ones. You have to choose most appropriate function title within the list. It is not possible to have two different contacts with the same function.

Q: Do I have to indicate contact details for all available functions?

A: no. You are free to enter one or more contact details. Nevertheless specifying contact details for all available titles might help routing more efficiently requests from third parties.

Q: What SWIFTNet DN shall I put respectively ICM Access and receiving the Target2 directory as regard to the DN registered at SWIFT e-ordering level?

A: The DN for receiving the TARGET2 directory updates in push mode has to comply with the structures registered at SWIFT for the PAPSS Store-and-Forward services. The DN to access the ICM has to be compliant with the structure of the DN registered for the PAPSS real time services.

Q: Are there specific requirements for the Application-to-Application mode as regard the DN used in the request?

A: For a credit institution (or an Ancillary System) using both U2A and A2A, it could be recommended to define two different DNs for accessing the ICM, but however not mandatory. Nevertheless, if there is more than one account with the same BIC8, it is required to define one DN for each account to access them in A2A.

Example: Legal Entity BANKNL2AXXX – 2 accounts: BANKNL2A123 and BANKNL2A456

2 DNs (to access the ICM in A2A): o=swift,o=banknl2a, **ou=banknl2a123** / o=swift,o=banknl2a, **ou=banknl2a456**

Q: If a credit institution which is subject to reserve requirement but has no account in the SSP which forms have to be used?

A: Although not being HAM account Holders, those credit institutions shall use the form no. 5000 to insert a Legal Entity and a Participant in the system and the form no. 5300 for what concerns the registration for Reserve management (reserve management “indirect”).

Q: Which version of the forms shall be used in case of cross border arrangement?

A: In case of cross border arrangements (liquidity pooling, co-management, AS settlement, indirect participation) the forms to be used are those of the Central Bank that will eventually check the signature on the forms. The original version of the form will be remitted to the responsible Central Banks of the participant taking part of the cross border arrangement. Possibly, a copy of the form will be remitted to the participant responsible for the arrangement (i.e. GoA Manager, Co-manager, Ancillary System, Direct Participant). Some forms have to be signed by two parties: Form no. 1102 – Co-management form; Form no. 2002 – Debit mandate for AS Settlement. In such case, the form to be used by both parties is the form provided by the Central Bank of the Co-manager/Ancillary System.